

**AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 101 South Blvd., Baraboo, Wisconsin
Tuesday, November 13, 2018, 7:00 P.M.**

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

Notices sent to City Staff and Media: Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM

Notices sent to other interested parties: Citizen Agenda Group, Media Agenda Group, *Mark Lee*

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): October 23, 2018

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

PUBLIC HEARING – The Mayor announces that this is the published date and time to hear public comment concerning;

- Request to vacate that portion of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein’s Addition to the City of Baraboo and Outlot 1 of Certified Map No. 4973, City of Baraboo, Sauk County, Wisconsin.
- Request to rezone the 0.26-acre parcel on the northwest corner of the intersection of South Parkway and Quarry Street being part of the SW ¼ of the NE ¼ of Section 2, T11N, R6E, located at 404 South Parkway, from R-1A Single Family Residential to NRO Neighborhood Residential Office classification by Daniel J. and Adelina Hellenbrand to allow the operation of a beauty shop in the existing single-family residence.
- Request to amend the City’s Zoning Code-Section 17.36C of the City of Baraboo Code of Ordinances to prohibit certain uses in the Conditional Use Overlay District.

PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

MAYOR'S COMMENTS – The Mayor would like to congratulate Patrol Sergeant, Mark Lee on his 20 years with the Baraboo Police Department. Congratulations Mark.

CONSENT AGENDA (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

NEW BUSINESS RESOLUTIONS

NBR-1...Approve the 2019 BID Budget operating plan, preliminary assessment and set the public hearing for November 27, 2018.

NBR-2...Approve the request to vacate portion of unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein’s Addition to the City of Baraboo and Outlot 1 of Certified Map No. 4973.

NBR-3...Approve request of Bike Wisconsin to rent the Civic Center gym, locker rooms and 1st floor meeting rooms overnight on June 12, 2019.

NBR-4...Authorize the City Administrator to submit the Notification of General Schedules Adoption form to the State Historical Society and, upon approval by the State Historical Society, permit the City Attorney to submit to the Council an amendment to §1.60, Baraboo Municipal Code.

NBR-5...Authorize a Deed Restriction for the property comprising the City Services Center campus at 350 Roundhouse Court to prevent the sale of any of the six lots from being sold independent of the others.

NBR-6...Approve the Lease Addendum to the City and BDAS (Baraboo District Ambulance Service) Lease Agreement for the Alma Waite Building.

NEW BUSINESS ORDINANCES

NBO-1...Approve the request to rezone the 0.26-acre parcel on the Northwest Corner of the intersection of South Parkway and Quarry Street being part of the SW ¼ of the NE ¼ of Section 2, T11N, R6E, located at 404 South Parkway, from R-1A Single Family Residential to NRO Neighborhood Residential Office to allow the operation of a beauty shop.

NBO-2...Approve amending the City’s Zoning Code-Section 17.36C Conditional Use Overlay District of the City of Baraboo Code of Ordinances to add a list of Prohibited Uses.

NBO-3...Amend §12.03(7)(a)2 of the Baraboo Municipal Code to eliminate the license bond requirement for secondhand article and jewelry dealers.

COMMITTEE OF THE WHOLE:

Moved by _____, seconded by _____, to convene as a Committee of the Whole to discuss the 2019 Budget Summary.

OTHER ACTIONABLE ITEMS:

Review and recommendation of 2019 Budget Summary, Utility Budgets for Storm, Water and Sanitary Sewer.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: Email from League of Wisconsin Municipalities.

Minutes from the Following Meetings –

Copies of these meeting minutes are included in your packet:

Finance/Personnel	10-23-18	BID	10-17-18
Administrative	11-05-18		

Copies of these meeting minutes are on file in the Clerk's office:

Library Board	10-16-18, 10-18-18, 10-19-18	Friends of the Library	10-01-18
Library Building & Grounds	10-22-18	CDA	10-02-18, 10-15-18
Park & Recreation	10-08-18	Fire Joint Meeting	10-18-18

INFORMATION

ADJOURNMENT (Voice Vote)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

NOVEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
Veterans Day	Veterans Day (observed) Park & Recreation Public Safety (2PM)	Finance Council		UW Campus		
18	19	20	21	22	23	24
	SCDC PFC	Plan Library	BID	Thanksgiving Day City Offices CLOSED	City Offices CLOSED	
25	26	27	28	29	30	1
	Public Safety	Finance Council	Ambulance			

DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
	Administrative	CDA		BEDC		
9	10	11	12	13	14	15
	Park & Rec	Finance Council				
16	17	18	19	20	21	22
	Public Safety SCDC PFC	Plan Library	BID	UW Campus		
23	24	25	26	27	28	29
	City Offices CLOSED	Christmas Day Offices CLOSED	Ambulance	Emergency Mgmt		
30	31	1	2	3	4	5

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 101 South Blvd., or phone 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman
Agenda posted on 11/09/2018

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 23, 2018 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Sloan, Petty, Alt, Zolper, Thurow

Council Members Absent: Plautz, Ellington

Others Present: Adm. Geick, Atty. Truman, Chief Schauf, Clerk Zeman, C. Haggard, J. Bergin, Kandie Beckwith, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Wedekind and carried to approve the minutes of October 9, 2018.

Moved by Wedekind, seconded by Sloan and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATION- The Mayor presented the Baraboo GEM Award to Kandie Beckwith.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR’S COMMENTS – The Mayor noted that Absentee Voting is now taking place here at the Municipal Building, room C214. Also, the League of Municipalities is having their annual conference tomorrow and we are expecting about 90 visitors to Baraboo to take a look at both the Al Ringling Theatre and the Municipal Building.

CONSENT AGENDA

Resolution No. 18-83

THAT the Accounts Payable, in the amount of \$903,093.43 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-84

That the following budget amendments are authorized:

- 3rd Quarter, 2018 City-Wide Amendments, and
- 3rd Quarter, 2018 Water & Sewer Utilities’ Amendments

City of Baraboo

3rd Quarter Budget Amendments

Supplemental Budget

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
General Government	100-10-48400-000	Insurance Recoveries	(4,629)	(21,675)	(26,304)
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	20,926	21,675	42,601

To appropriate insurance proceeds for recycle truck repair

BID

BID	390-69-49300-000	Fund Balance Applied	(22,583)	(3,000)	5 (25,583)
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Community Development	390-69-56700-300-972	Promotions	20,500	3,000	23,500
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To create budget to apply fund balance for House United Insurance Claim

General Fund

Library	100-51-43720-000	Sauk County Library Aid	(261,436)	(2,222)	(263,658)
Library	100-51-55110-270-000	Special Services	53,763	1,084	54,847
Library	100-51-55110-530-000	Rents and Leases	4,350	700	5,050
Library	100-51-55110-250-000	Repair & Maint Serv-Equipment	1,000	438	1,438

To create budget for Technology grant funds

Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	(2,500)	(200)	(2,700)
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,200	200	1,400

To create budget revenue to cover additional program costs

Parks	100-52-49287-000	Transfer from Park Segregated	(41,288)	(225)	(41,513)
Civic Center	100-52-55130-822-000	Building Improvements	16,188	225	16,413

To create budget revenue for Civic Center A/C

Park Segregated

Parks	870-52-49300-000	Fund Balance Applied	(15,380)	(1,900)	(17,280)
Parks	870-52-55200-861-000	Facilities Improvements	6,000	1,900	7,900

To create budget to apply fund balance for Oshner Park ADA

Capital Equipment Fund

General Government	490-10-49300-000	Fund Balance Applied	(258,950)	(29,500)	(288,450)
Police	490-20-52110-810-000	Vehicle Purchase	-	29,500	29,500

To create budget to apply fund balance for Vehicle Purchase

**City of Baraboo
3rd Quarter Budget Amendments
Budgetary Transfers**

General Fund

Recreation	100-53-55300-120-080	Wages-Soccer	2,330	(1,220)	1,110
Recreation	100-53-55300-215-080	Prof Services - Soccer	-	1,220	1,220

To transfer budget for Soccer Program

Parks	100-52-55200-810-000	Vehicle Purchase	25,000	(2,600)	22,400
Forestry	100-52-56110-250-000	Repair & Maint Serv-Equipment	1,816	2,600	4,416

To transfer budget for Bandit Clipper Repair

Machinery & Equipment	100-31-53240-250-000	Repair & Maint Serv-Equipment	15,000	(6,800)	8,200
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	35,801	6,800	42,601

To transfer budget for Packer Shoe Replacement Mack Truck

PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	9,503	(1,000)	8,503
PS/Admin Building	100-11-51640-392-000	Small Equipment Purchase	-	1,000	1,000

To transfer budget for lockout/tagout, first aid

Municipal Building	100-11-51610-222-000	Electricity	19,000	(600)	18,400
Municipal Building	100-11-51610-260-000	Repair & Maint Serv-Buildings	9,589	600	10,189

To transfer budget for for FD garage door repair

Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	21,696	(3,000)	18,696
Parks	100-52-55200-280-000	Repair & Maint Serv-Facilities	16,073	3,000	19,073

To transfer budget for Oshner Park ADA

Storage Buildings	100-31-51630-260-000	Repair & Maint Serv-Buildings	3,000	(1,733)	1,267
Storage Buildings	100-31-51630-822-000	Building Improvements	60,000	1,733	61,733

To transfer budget for new cold storage facility

PW Operations	100-31-53230-910-000	Insurance Allocation	26,035	(2,050)	23,985
Police Department	100-20-52110-910-000	Insurance Allocation	73,825	900	74,725
Fire Protection	100-21-52200-910-000	Insurance Allocation	17,721	600	18,321
Mapping & Engineering Support	100-30-53100-910-000	Insurance Allocation	4,150	450	4,600
Storage Buildings	100-31-51630-910-000	Insurance Allocation	1,505	100	1,605

Reallocate insurance to actual

Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	19,196	(500)	18,696
Parks	100-52-55200-530-000	Rents and Leases	557	500	1,057

To transfer budget for port-a-potty rental

Recreation	100-53-55300-320-000	Publications. Training. Dues	759	(50)	709
Parks	100-52-55200-330-000	Travel	100	50	150

To transfer budget for travel mileage reimbursement

Recreation	100-53-55300-340-150	Operating - Adventure Camp	558	(160)	398
Recreation	100-53-55300-340-160	Operating - Visual Arts	150	160	310

To transfer budget for for theater camp supplies

Machinery & Equipment	100-31-53240-350-000	Repair & Maint Materials	64,500	(8,126)	56,374
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	34,475	8,126	42,601

To transfer budget for recycle truck repair

Machinery & Equipment	100-31-53240-240-000	Repair & Maint Service-Vehicle	26,000	(5,100)	20,900
Garbage & Refuse	100-31-53620-240-000	Repair & Maint Service-Vehicle	11,500	5,100	16,600

To transfer budget for emergency repair to garbage truck

Pool	100-53-55420-280-000	Repair & Maint Serv-Facilities	9,000	(236)	8,764
Pool	100-53-55420-340-000	Operating Supplies	2,300	236	2,536

To transfer budget for under budgeted expenses

Recreation	100-53-55300-340-150	Operating - Adventure Camp	440	(42)	398
Recreation	100-53-55300-340-075	Operating - Mini Camp	120	42	162

To transfer budget for under budgeted expenses

Recreation	100-53-55300-346-010	Uniforms - Teeball	1,000	(250)	750
Recreation	100-53-55300-346-080	Uniforms - Soccer	750	250	1,000

To transfer budget to cover Soccer Shirts

Park Segregated

Parks	870-52-55200-822-000	Building Improvements	3,800	(225)	3,575
Transfer to General Fund	870-10-59210-900-000	Cost Reallocation	-	225	225

To transfer budget to General Fund for Civic Center A/C

General Fund

City Clerk	100-11-51420-320-000	Publications, Training, Dues	2,252	(230)	2,022
City Clerk	100-11-51420-330-000	Travel	100	(70)	30
Finance	100-11-51500-330-000	Travel	-	300	300

To transfer budget to Finance Department for CVMIC Conferences

Machinery & Equipment	100-31-53240-240-000	Repair & Maint Service-Vehicle	22,900	(2,000)	20,900
Recycling	100-31-53635-240-000	Repair & Maint Service-Vehicle	40,601	2,000	42,601

To transfer budget to cover truck emergency repair

Parks	100-52-55200-240-000	Repair & Maint Service-Vehicle	4,500	(1,500)	3,000
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	17,196	1,500	18,696

To transfer budget to cover maintenance on shed

Parks	100-52-55200-340-000	Operating Supplies	8,877	(785)	8,092
Parks	100-52-55200-345-000	Chemicals	3,500	785	4,285

To transfer budget to cover additional chemicals

Recreation	100-53-55300-320-000	Publications, Training, Dues	959	(250)	709
Recreation	100-53-55300-270-000	Special Services	1,250	250	1,500

To transfer budget for increased online payments

Recreation	100-53-55300-320-000	Publications, Training, Dues	1,109	(400)	709
Pool	100-53-55420-320-000	Publications, Training, Dues	750	400	1,150

To transfer budget to cover pool training

Utilities

3rd Quarter Budget Amendments

Budgetary Transfers

Sewer Utility

Sewer Sludge Operating Expense	960-36-82710-345-000	Chemicals	71,250.00	(300.00)	70,950.00
Sewer Mains Maintenance	960-36-83100-250-000	Repair & Maint Serv-Equipment	5,000.00	(3,500.00)	1,500.00
Sewer Mains Maintenance	960-36-83100-270-000	Special Services	5,000.00	(5,000.00)	-
Sewer Sludge Conditioning Chem	960-36-82500-345-000	Chemicals	20,800.00	300.00	21,100.00
Sewer Mains Maintenance	960-36-83100-236-000	Repair & Maint Serv -Mains	45,000.00	6,500.00	51,500.00
Sewer Plant Maint	960-36-83400-250-000	Repair & Maint Serv-Equipment	7,700.00	2,000.00	9,700.00

Transfer funds to cover budget overages

Water Utility

Water Trans & Dist Expenses	970-37-66200-510-000	Insurance	684.00	(50.00)	634.00
Water Property Insurance	970-37-92400-510-000	Insurance	6,650.00	50.00	6,700.00

Transfer funds to cover budget overages

Resolution No. 18-85

THAT, Stuart Koehler be re-appointed to the CDA (Community Development Authority) for a term beginning November 15, 2018 thru November 14, 2021.

THAT, Dick Whitehurst be re-appointed to the Pink Lady Rail Commission for a term beginning November 1, 2018 thru October 31, 2020.

Moved by Petty, seconded by Sloan and carried that the Consent Agenda be approved 7-ayes.

2ND READING ORDINANCES

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2504** amending §9.06 of the Baraboo Municipal Code, Loud and Unnecessary Noise Prohibited, to allow for an exception to the ordinance.

OTHER ACTIONABLE ITEMS – None.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS – None.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for September, 2018 – Treasurer, Fire Department

Minutes from the Following Meetings –

Finance/Personnel Committee – Dennis Thurow Committee Rm #205

October 9, 2018

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, Fire Chief Stieve, B. Zeman, C. Haggard, J. Bergin, T. Pinion

Call Meeting to Order – Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law.

Moved by Sloan, seconded by Thurow to approve the minutes of September 25, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

a) **Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$694,021.78**. Motion carried unanimously.

b) **Review and Discussion of Other 2019 Budget Matters**

1. 2019 Budget Summary – Adm. Geick noted that this summary includes 2 new positions, a Library Page and a training position for the Fire Department.

Fire Chief K. Stieve explained that with this new position, the Fire Chief, Fire Inspector, Building Inspector, and the Training Officer would answer any minor call during the day. This new position will be full time and will provide a level of consistency as it will allow for more flexibility for training. For example, this training officer would be able to offer training during the workday for any fire personnel working different shifts.

J. Bergin explained that the primary responsibility of the Library Page position would be to unpack, scan, and sort all returns. In the past, these tasks have been divided amongst other staff, interns, and individuals from various agencies across town.

2. Alma Wait Budget & Other Outside Budget Requests – C. Haggard explained that in order to break even with the budget we need to reduce the requested amounts by \$6,431. Moved by Sloan, seconded by Thurow to recommend to Council reducing the Sauk County Tavern League contribution from \$5,000 to \$0 and the Teen Center Renovation from \$5,000 to \$3,569. Motion carried unanimously.
3. Airport Budget – Adm. Geick noted that the Airport Commission met yesterday and did approve the budget. There are no major projects for next year except planning for the replacement of the fuel pumps and tanks. Depending on the funding, this could be a project for 2020 or 2021. Moved by Sloan to recommend the Airport Budget to Council for approval, seconded by Thurow and carried unanimously.

4. Baraboo District Ambulance Budget – Ald. Petty advised the Committee of the following significant changes to the Ambulance budget: Hiring someone or billing, hiring a HR person, and adding a full crew for transfers during peak hours. Adm. Geick suggests that there might be an opportunity for us to partner with them and for the City Attorney to do HR and attorney work for them. Ald. Petty agrees that while it makes sense to join the entities for cost savings, he does not know whether or not there is commitment from the other end. Atty. Truman confirms that at this time, she is comfortable with the work and has no concerns regarding the time required to do this. Atty. Truman would track the hours she spends working for the ambulance to recover the cost of wages and benefits. Adm. Geick will contact Dana Sechler to get his thoughts on this. Ald. Sloan questioned the increase in building rents and leases. It is assumed that this expense is figuring in rental of the entire Alma Waite building; however, Ed will follow up on this as well.

Informational Items

- a) City Attorney's report on insurance claims
 - o Nothing to report at this time
- b) Disclosure from Finance Director Cynthia Haggard
 - o C. Haggard noted that her husband is in the business of automatic doors and could be doing work for the City of Baraboo, Presented as informational only.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:39pm.

Minutes of Zoning Ad-Hoc Committee Meeting

September 26, 2018

Call to Order - Gil Gerdman called the meeting of the Commission to order at 6:00 PM.

Roll Call – Present were Gil Gerdman, Nanci Caflisch, Tom Kolb, Michael Zolper, Kelsey McDermott, Melanie Platt-Gibson
Absent – Mike Carbonara
Also in attendance were Tom Pinion, Mark Schauf, Attorney Emily Truman.

1. **Call to Order**
 - a. Roll Call of Membership.
 - b. Note compliance with the Open Meeting Law. Palm noted compliance with the Open Meeting Law.
 - c. Agenda Approval: It was moved by Kolb, seconded by Platt-Gibson to approve the agenda as posted. Motion carried unanimously.
 - d. Minutes Approval: It was moved by Zolper, seconded by Kolb to approve the minutes of August 22, 2018. Motion carried unanimously.
2. **Appearances/Presentations**
Comments from Zoning Administrator, Police Chief and City Attorney. The recent legislative change to the conditional use law is the focus of this committee. For multi-dwellings parking is a commodity downtown, which need to be taken into consideration. Other potential problems could be safety and good neighbor issues, noise complaints, garbage containers, refuse collection. Atty. Truman added that we need to follow State Statute, code needs to be compliant with State Statute.
3. No Public Appeared.
4. **Action Items**
 - a. Discussion on Permit – is by right, permit issued same day. Conditional Use needs to go through review and approval by Plan Commission. Discussion in detail about Accessory Uses.
 - b. Red-lined items in Chapter 17 are only suggestions to the committee to strike or keep in. Items that are removed would make more work for the applicant to obtain what they want. Discussion on home occupation of what is regulated and not regulated. Our community is complaint driven. Discussed retail sales definition.
 - c. Discussion on two family dwelling conversions. Kolb wants it removed. Caflisch explained 2008 situation. Hard to regulate ordinances. Truman added legality and deed restriction. Time allowance for ad hoc committee issues including having review sooner rather than later.
 - d. Future date for meeting is Wednesday, October 10th at 6PM.
 - e. Goal is to get through rest of marked up document, a group review and other zoning codes too.
5. **Information Items**

Next Meeting – Wednesday, October 10, 2018 at 6:00PM

Adjournment - It was moved by Gerdman, seconded by Caflisch to adjourn at 7:42 p.m. The motion carried unanimously.

Copies of these meeting minutes are on file in the Clerk's office:

Public Arts	09-27-18	Parks & Recreation	09-10-18
CDA Exec.	08-22-18, 09-04-18	PFC	09-17-18
CDA Board	09-04-18	UW Campus Comm.	09-20-18
Ambulance Finance	08-22-18	Ambulance Comm.	08-22-18

PETITIONS, AND CORRESPONDENCE**Petitions and Correspondence Being Referred -****CLOSED SESSION**

Moved by Wedekind, seconded by Alt and carried on a unanimous roll call to go into Closed Session according to:

- (a) §19.85(1)(e), Wis. Stat., whenever competitive or bargaining reasons require a closed session (City Administrator to provide information on the ongoing union contract negotiations with WPPA).

Council Members Present: Wedekind, Kolb, Sloan, Petty, Alt, Zolper, Thurow

Council Members Absent: Plautz, Ellington

Others Present: Mayor Palm, Adm. Geick, Atty. Truman, Chief Schauf, Clerk Zeman, C. Haggard

OPEN SESSION

Moved by Sloan, seconded by Petty and carried on a unanimous roll call vote to return to Open Session as per WI Stats 19.85(2) to address any business that may be the result of deliberations made in Closed Session.

Moved by Wedekind, seconded by Kolb that the 2019 contract language with WPPA be approved, 7-ayes

INFORMATIONAL ITEMS

Mayor Palm noted that last Thursday evening Sauk County Development Corporation rolled out their housing study. Approximately 25 people attended. No surprise, there are shortages all around Baraboo including multiple family as well as starter homes, workforce homes, and high-end homes. They gave a slew of potential recommendations on what we can do. Obviously, the 70-units that are under construction will help but as of now, there are not a lot of available parcels for sale in the City of Baraboo.

ADJOURNMENT

Moved by Petty, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:22pm.

Brenda Zeman, City Clerk

RESOLUTION NO. 2018 -

Dated: November 13, 2018

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Certified by City Clerk: _____

Second:

The City of Baraboo, Wisconsin

Background: The City is required to give notice of the anticipated BID assessments and pass a preliminary resolution identifying the assessment. A final resolution will appear on the November 27, 2018 Council agenda. This procedure is used each time a BID assessment is proposed and is required by law.

Fiscal Note: (check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted

Comments:

Whereas, the Common Council of the City of Baraboo has created a Business Improvement District (BID) for the City of Baraboo, and;

Whereas, the BID has submitted an operating plan for the BID for 2019 and;

Whereas, the Operating Plan for the BID proposes that the implementation of the Plan be funded through a special assessment upon all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The assessment shall be based on the equalized value of property in the BID and the proposed assessment shall be \$1.605804 of \$1000 of assessed value.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the BID operating plan is accepted.

That said Council intends to levy and collect an assessment upon all business, manufacturing and mixed business and residential property in the BID, as follows:

- The purpose of the assessment is to fund the BID Operating Plan for the calendar year 2019
- The limits of the proposed assessment district are as follows:
 “The centerline of 1st Street and 1st Avenue on the South; the centerline of Birch Street on the West, the centerline of the alley running East and West between 6th and 7th Avenue on the North; and a line running North and South through the center of Block 12,13,24,25,36 and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.”
- The proposed assessment is for calendar year 2019.
- The proposed assessment shall be paid in one installment.
- The proposed assessment shall be on all properties within the BID boundaries to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes. The date for determining eligibility for exemption from this BID assessment shall be January 1 of the year of the adoption of the Final Resolution by the City Council.
- The amount of the proposed assessment is \$1.61 per \$1000 of value of said property based on the 2018 tax roll assessment.
- The proposed assessments shall be due the first day of March 2019 which is the first day of the second month following adoption by the City Council of a resolution levying assessments. Those assessments not paid by that date shall become delinquent as per Section 66.60(15) of the Wis. Stats.

BE IT FURTHER RESOLVED that a public hearing to hear public comment concerning BID Assessments will be held on November 27, 2018 at 7:00 p.m. in the Council Chambers. The City Clerk is directed to properly notice all property owners within the BID of the public hearing and proposed assessment.

Offered by: Finance Comm.

Approved: _____

Motion:

Second:

Attest: _____

BUSINESS IMPROVEMENT DISTRICT OPERATING PLAN

BARABOO, WISCONSIN

INTRODUCTION

This document is the Operating Plan for the Business Improvement District (BID). This Operating Plan has been prepared as a general guide for the purpose goals, projects and activities of the Business Improvement District (BID) for the BID area as delineated on the attached map. The Operating Plan was developed based on the needs identified by downtown property owners, merchants and service providers and complies with the requirements of §66.06 Wis. Stats.

PURPOSE OF THE BUSINESS IMPROVEMENT DISTRICT

The purpose of the Business Improvement District is to provide an organizational and funding mechanism to support the development, improvement and promotion of the downtown area for the economic benefit of all businesses within the District as well as the general, social and economic benefit of the people of the City of Baraboo and its thousands of annual visitors.

The Baraboo Business Improvement District is also created to further the aims of the City's Master Plan. The central business district is integral to the total economic well being of the City of Baraboo. As such, it must guarantee the mix of service and retail shops necessary to meet the need of present and future residents of the City. As the governmental center for both the City and the County, and the location of numerous retail and service oriented establishments, Baraboo's BID must continue to maintain its vitality and solvency. The creation of a BID will guarantee that the additional funding necessary for focused developments, improvements, renovation, promotion and economic restructuring of the downtown are available, without depleting the present supply of funding necessary for other city-wide maintenance and improvements projects and programs.

GOALS OF THE BUSINESS IMPROVEMENT DISTRICT

The goals of the BID are to:

1. Work with the City and County for increased parking areas and better parking enforcement.
2. Carry out marketing and promotional strategies which present a unified image for the downtown Baraboo "Shopping Center" to the existing trade area and tourists.
3. Coordinate planning and development efforts for bringing new businesses and projects into the downtown area.
4. Encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas of the City, County and through use of the BID funds.

5. Coordinate downtown development, promotional events, and maintenance efforts between the City, downtown merchants, service providers and land owners, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and the other public and private entities.
6. Activate the annual BID programs as defined in the BID Budget and maintain compliance with the strong BID Law.

DESCRIPTION OF BUSINESS IMPROVEMENT DISTRICT

All properties shown within the boundary of the attached map shall be deemed to be part of and within the Baraboo Business Improvement District to the extent that those properties are not exempt from the general property tax, except real property used exclusively for residential purposes.

ANNUAL BUDGET AND METHOD OF FINANCING

The current year annual BID Budget as approved by the Common Council shall be deemed to be incorporated by reference and made a part of the Operating Plan. The budget shall specify the kind, number, and location of proposed expenditures. (See §66.608(1) (f) Wis. Stats).

The Operating Plan shall be funded through special assessments. The assessment will be based on the equalized value of all of the non-exempt properties in the BID properties as assessed.

All special assessments received for the BID or other monies received by the BID shall be placed in a segregated account in the City Treasury. No disbursements from that account may be made except to reimburse the City for appropriations other than special assessments, to pay the costs of audits required by the State law, or on order of the BID Board for the purpose of implementing this Operating Plan. If the BID is terminated, the City Common Council shall be authorized to continue to levy and collect special assessments against properties within the District until all contractual obligations of the BID have been paid in full. On termination of the BID, all monies collected by special assessment remaining in the BID account shall first be used to fulfill contractual obligations of the BID and any remaining balance shall be disbursed to the owners of specially assessed property in the BID in the same proportion as the last collected special assessment (See §66.608(4) Wis. Stats). The City shall obtain an additional independent certified audit upon termination of the BID.

The BID Board shall prepare and make available to the public, annual reports describing the current status of the BID, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the Operating Plan obtained by the City. (See §66.608(3) (c) Wis. Stats).

BOARD OF DIRECTORS

The Mayor shall appoint nine (9) members to the BID Board of Directors to implement this plan. This appointment of Board members shall be subject to confirmation by the Common Council and the members shall serve staggered terms as designated by the Council. A majority of the Board members shall own or occupy real property in the BID.

THE BOARD SHALL CONSIST OF THE FOLLOWING:

- 4 OWNER-OCCUPANTS
- 2 RETAIL-TENANTS
- 2 SERVICE PROVIDERS
- 1 COMMON COUNCIL MEMBER

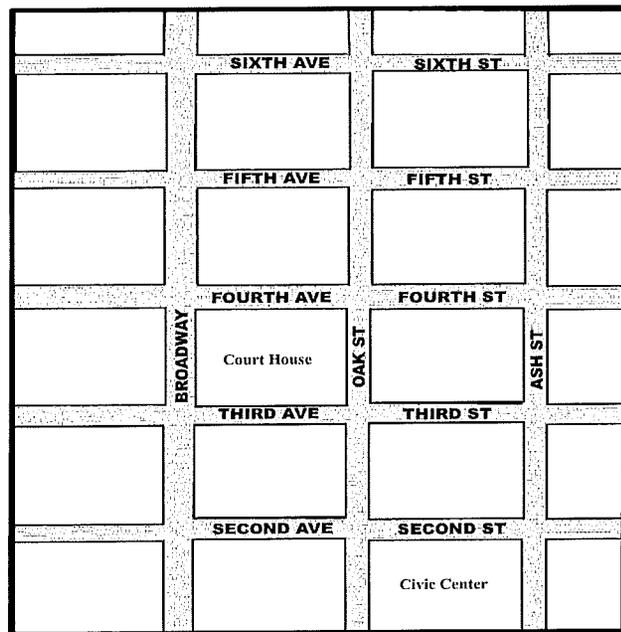
The term of office for BID Board Members shall be three (3) years, except the Common Council Member shall serve one (1) year term. Terms shall begin on May 1, of each year.

When a BID Board Member is no longer qualified for membership on the BID Board, said Board Member shall be disqualified upon the appointment of a successor by the Mayor, who shall make such an appointment within sixty (60) days after the Board Member is no longer qualified. A Board Member shall not be qualified if he/she is not an owner of property in the BID, or an owner occupant of property in the BID, or a retail tenant of property in the BID, or a service provider of property in the BID, or a Common Council Member.

SPECIAL POWERS OF THE BID BOARD

The BID Board shall have all powers necessary or convenient to implement this Operating Plan including the power to contract and to borrow money and the power to adopt By-Laws and Rules of Procedure. (See §66.608(3)(d) Wis. Stats.).

THE BOUNDARIES OF THE BUSINESS IMPROVEMENT DISTRICT are as follows:



The Boundaries of the District are as follows:

The Centerline of First Street and First Avenue on the South; the Centerline of Birch Street on the West; the Centerline of the alley running East and West between Sixth and Seventh Streets and Sixth and Seventh Avenue on the North; and a line running North and South through the enter of Bloxks 12, 13, 24, 25, 36, and 37 of the Plat of the City of Baraboo, formerly Adams, on the East.

The BID Board shall be authorized by a two-thirds vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members, provided that such expenditures are for any of the same purposes itemized in the current budget. BID budgetary income received during a fiscal year shall be allocated to the contingenc fund. Any expenditures made from the contingency fund for new pruposes shall require a three-fourths vote of the members of the Board pursuant to §65.06 (7) Wis Stats.

The Board shall be authorized to establish in its annual budget a non-lapsing reserve account to be used exclusively for future capital improvements within the BID, such as, the acquisition of land for public parking purposes, lighting, marking, signage, landscaping, sidewalk construction and garbage recepracles. The projected carryover balance in this account at the end of each fiscal year (December 31) shall be shown in the annual BID budget. This reserve account shall further be maintained in accordance with the City's account practices and auditing requirements.

This Plan shall be effective on the date of adoption by the Baraboo Common Council.

Approved by the BID Board on _____

Approved by the Baraboo Common Council on _____

The City of Baraboo, Wisconsin

Background: Pursuant to §66.1003(4), Stats., this vacation process began with Resolution 2018-79 that was approved by the Common Council on September 25, 2018 stating it was the City’s intention to pursue the vacation of the that portion of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein’s Addition to the City of Baraboo and Outlot 1 of Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin. Notice of the intent to vacate the street was published as a Class III Notice. Notice must also be provided to adjacent property owners, but in this case there are no such owners, other than the petitioner.

Upon vacation of that portion of Crestview Drive, by operation of §66.1005, Stats., title to the vacated right-of-way will revert to the abutting property owners. In this case, there is only one property owner that owns all of the abutting property.

The Plan Commission reviewed the possible vacation at its October 16th, 2018, meeting and recommended the vacation.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted]
Comments:

A Resolution vacating that portion of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein’s Addition to the City of Baraboo and Outlot 1 of Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Whereas the Common Council has determined that the public interest requires the vacation of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein’s Addition to the City of Baraboo and Outlot 1 of Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin;

And whereas on September 25, 2018 the Common Council enacted a Resolution of Intent to pursue the vacation of that portion of Quarry Street;

And whereas a Class III Notice was published in the Baraboo News Republic giving notice of the fact that the Common Council would consider the vacation of this portion of Crestview Drive at its November 13, 2018, meeting, and that the public was invited to advise the Council as to their concerns regarding this matter;

And whereas there are no land owners other than the petitioner, Bruce W. Jackson, with property that abuts that portion of Crestview Drive that the City intends to vacate, and therefore no notice was served upon adjoining land owners as required by §66.1003(4)(b), Stats.;

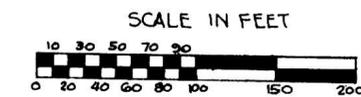
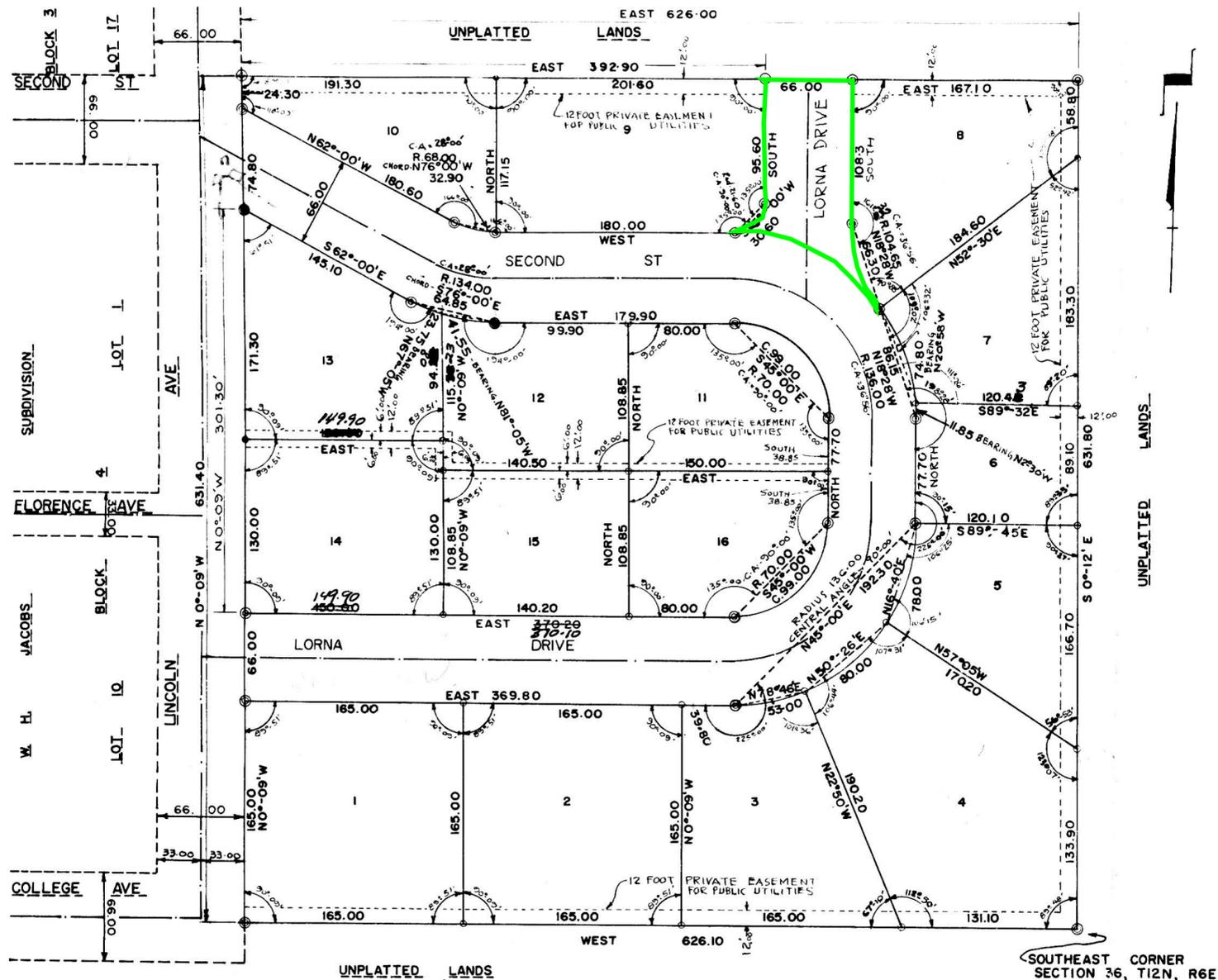
And whereas no one has filed an objection to the vacation of Crestview Drive in accordance with §66.1003(4)(d), Stats.

Now therefore, based upon the above, IT IS HEREBY RESOLVED by the Common Council of the City of Baraboo that the portion of the unimproved right-of-way of Crestview Drive (formerly Lorna Drive) lying north of 2nd Street between Lot 8 of Rehbein's Addition to the City of Baraboo and Outlot 1 of Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin is hereby vacated.

Further, the west half of the vacated portion of Crestview Drive shall be assigned to Outlot 1, Certified Survey Map No. 4973, City of Baraboo, Sauk County, Wisconsin; and the east half of the vacated portion of Crestview Drive shall be assigned to Lot 8 of Rehbein's Addition of the City of Baraboo, Sauk County, Wisconsin.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____



REHBEIN'S ADDITION TO THE CITY OF BARABOO

IN THE SE 1/4 SE 1/4 SECTION 36
TOWNSHIP 12 NORTH, RANGE 6 EAST
SAUK COUNTY, WISCONSIN

COUNTY TREASURER'S CERTIFICATE:

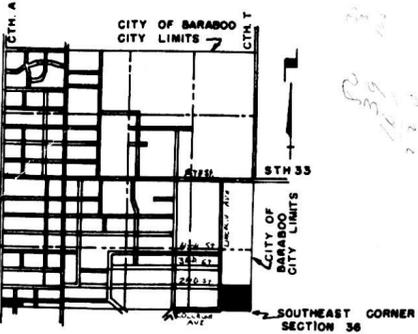
STATE OF WISCONSIN)ss
COUNTY OF SAUK)
I, HAZEL FRAZIER, BEING DULY ELECTED, QUALIFIED AND ACTING TREASURER OF THE COUNTY OF SAUK, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENTS AS OF _____ AFFECTING THE LANDS INCLUDED IN THE PLAT OF "REHBEIN'S ADDITION TO THE CITY OF BARABOO."

COMMON COUNCIL RESOLUTION:

RESOLVED, THAT THE PLAT OF "REHBEIN'S ADDITION TO THE CITY OF BARABOO," ERIC REHBEIN, OWNER, IS HEREBY APPROVED BY THE COMMON COUNCIL.

APPROVED BY _____ MAYOR
I HEREBY CERTIFY THAT THE FOREGOING IS A COPY OF A RESOLUTION ADOPTED BY THE COMMON COUNCIL OF THE CITY OF BARABOO.

CITY CLERK



LOCATION SKETCH
IN THE SE 1/4 SE 1/4 SECTION 36
TOWNSHIP 12 NORTH-RANGE 6 EAST
CITY OF BARABOO
SAUK COUNTY, WISCONSIN
SCALE 1" = 1000'

SURVEYOR'S CERTIFICATE:

I, HAROLD A. PLATT, REGISTERED LAND SURVEYOR, BARABOO, WISCONSIN, DO HEREBY CERTIFY THAT ON THE 18TH DAY OF AUGUST, 1960, I COMPLETED A SURVEY AND MAP OF A PORTION OF THE SE 1/4 OF THE SE 1/4 OF SECTION 36, T12N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, WHICH IS BOUNDED BY A LINE DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 12 NORTH, RANGE 6 EAST, THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 36 A DISTANCE OF 626.10 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF LINCOLN AVENUE, THENCE NORTH 0°-09' WEST ALONG SAID EASTERLY RIGHT-OF-WAY LINE OF LINCOLN AVENUE 631.40 FEET, THENCE EAST A DISTANCE OF 626.00 FEET TO THE EAST LINE OF SAID SECTION 36, THENCE SOUTH 0°-12' EAST ALONG SAID EAST LINE OF SECTION 36 A DISTANCE OF 631.80 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL CONTAINS 9.08 ACRES MORE OR LESS.

I FURTHER CERTIFY:

THAT SAID SURVEY AND PLAT WERE MADE AT THE DIRECTION OF ERIC REHBEIN, OWNER OF SAID LAND;

THAT THE PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE;

THAT THE EXTERNAL BOUNDARIES ARE MARKED AND ESTABLISHED IN THE FIELD BY IRON PIPE 2"X30" WEIGHING MORE THAN 3.65 POUNDS PER LINEAL FOOT, AND THAT EACH MONUMENT APPEARS THUS © ON THE MAP, AND THAT EVERY OTHER CORNER OF EVERY LOT IS MARKED AND ESTABLISHED IN THE FIELD BY IRON PIPE 1"X24" WEIGHING MORE THAN 1.13 POUNDS PER LINEAL FOOT, APPEARS THUS ○ ON THE MAP;

THAT THE NAMES OF THE STREETS APPEAR CORRECTLY ON THE MAP AND SAID STREETS ARE HEREBY DEDICATED TO THE PUBLIC;

THAT THE NAME GIVEN TO THE TRACT SO SUBDIVIDED IS "REHBEIN'S ADDITION TO THE CITY OF BARABOO,"

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF BARABOO, IN SURVEYING, MAPPING AND SUBDIVIDING THE SAME.

Harold A. Platt
REGISTERED LAND SURVEYOR

STATE OF WISCONSIN)ss
COUNTY OF SAUK)

HAROLD A. PLATT, BEING DULY SWORN, SAYS THAT HE IS THE PERSON WHO MADE AND SUBSCRIBED THE FOREGOING CERTIFICATE, THAT HE HAS READ SAID CERTIFICATE, AND KNOWS THE CONTENTS THEREOF, AND THAT THE SAME IS TRUE OF HIS OWN KNOWLEDGE.

R. H. Greenhalgh
NOTARY PUBLIC, SAUK COUNTY, WISCONSIN
My Commission Expires Sept. 24, 1961

OWNERS' CERTIFICATE:

AS OWNERS WE CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THE PLAT. WE ALSO CERTIFY THAT THIS PLAT IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: STATE DIRECTOR OF REGIONAL PLANNING, AND THE COMMON COUNCIL OF THE CITY OF BARABOO.

WITNESSES *J. T. Walker* OWNERS *Eric L. Rehbein*
R. H. Greenhalgh *Ruby E. Rehbein*
W. E. Page
Rathbone M. Page

STATE OF WISCONSIN)ss
COUNTY OF SAUK)

PERSONALLY CAME BEFORE ME THIS DAY 24th OF August, 1960, THE ABOVE NAMED ERIC L. & RUBY E. REHBEIN AND KATHERINE PAGE TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

CITY TREASURER'S CERTIFICATE:

STATE OF WISCONSIN)ss
COUNTY OF SAUK)
I, WILLIAM HATTLE, BEING THE DULY ELECTED, QUALIFIED, AND ACTING CITY TREASURER OF THE CITY OF BARABOO, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF _____ ON ANY OF THE LAND INCLUDED IN "REHBEIN'S ADDITION TO THE CITY OF BARABOO."

R. H. Greenhalgh
NOTARY PUBLIC, SAUK COUNTY, WISCONSIN
My Commission Expires Sept. 24, 1961

DATE _____ CITY TREASURER _____

RESOLUTION NO.

Dated: November 13, 2018

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of renting the Civic Center gym, kitchen, locker rooms and meeting room 12 to Bike Wisconsin for the Baraboo stop of their 2019 Wisconsin tour, which will take place the night of June 12, 2019.

Bike Wisconsin begins to arrive around 10am on June 12, parking bikes in the gym and setting up tents inside and outside the Civic Center. While in Baraboo, many venture out to downtown and visit the community. They stay overnight and leave the following day, June 13, around 7am.

While this rental includes an overnight stay, which requires the City to hire a staff person for after hours supervision, costs are greater than the Civic Center fees normally charged, however the event brings in up to 100 visitors to the community.

The recommendation is to charge Bike Wisconsin for those hours the Civic Center is not staffed (11pm-7am) to have staff present overnight (\$160) plus normal rental rates for the gym and meeting room only during the hours the building is normally open (\$420). Total recommended fees would be \$580 for the use of the Civic Center.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted

Comments: Approval of the \$580 charge would be required to meet budgeted costs for this event

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Civic Center be permitted to extend a special rental agreement to Bike Wisconsin allowing for the use of the Civic Center gymnasium, kitchen, locker rooms and room 12 including allowing overnight camping on Civic Center grounds the night of June 12, 2019 for a total of \$580.

Offered by:

Motion:

Second:

Attest:

Approved: _____

The City of Baraboo, Wisconsin

Background: The Wisconsin Public Records Board has adopted a Wisconsin Municipal Records Schedule that municipalities may adopt and use. There are many benefits to adopting the Schedule, including saving staff time and resources by not having to obtain approval from the State Historical Society prior to the destruction of certain records, and by providing clarity regarding the length of time the City needs to retain its records.

The first step to adopting the Schedule is for the City to submit the Notification of General Schedules Adoption form to the Historical Society. Upon approval by the Historical Society, the City will need to amend its current record retention ordinance, found at §1.60, Baraboo Municipal Code, to state that the City has adopted the Schedule.

On November 5, 2018, the Administrative Committee unanimously recommend that the Common Council:

- (1) Authorize the City Administrator to submit the Notification of General Schedules Adoption form to the State Historical Society and,
- (2) Upon approval by the State Historical Society, permit the City Attorney to submit to the Council the amended the Municipal Ordinance.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Administrator is authorized on behalf of the City of Baraboo to submit the Notification of General Schedules Adoption form to the State Historical Society, as the first step required to be taken by the City to adopt the Wisconsin Municipal Records Schedule, and

THAT, upon approval by the State Historical Society, the City Attorney is authorized to submit to the Council an amendment to §1.60, Baraboo Municipal Code, to adopt the Wisconsin Municipal Records Schedule.

Offered by: Administrative Committee **Approved:** _____
Motion: _____
Second: _____ **Attest:** _____

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

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Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:

State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706

- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as “*Event+ 5 years; Event=Approval Letter for Relocation Plan*”. In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. § 19.35(1)(am), must be considered. Wis. Stat. § 19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request.

Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/ end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

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Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts; environmental impact statements (draft and final); legal notices; comments from the public; DNR and others; related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, appicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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Notification of General Records Schedule Adoption

Schedule Title: _____ Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

The City of Baraboo, Wisconsin

Background: Cleary Building was the low bidder to design and construct a cold storage building that was included in the 2018 budget that will be located on the City-owned property at 450 Roundhouse Court in Baraboo. The existing principal structure at this location is the City Services Center (CSC), which was built in 2002 and is home to the Public Works Department, Parks & Rec Maintenance, and the Sewer & Water Utility offices. Over the years, the City has acquired some surrounding properties, as they became available, to enlarge the CSC “campus”. The original property and the subsequent acquisitions were each part of a Certified Survey Map. As such, the CSC “campus” now consists of **six lots**. The proposed building that Cleary will be constructing will be situated on more than one of these lots. The Commercial Building Code prohibits structures that cross lot lines. Typically, it requires a new one-lot CSM to redefine the property boundaries. To avoid having this new building crossing any lot lines, I offered to “eliminate” the underlying lot lines by having the City Attorney draft and record a Deed Restriction that will prevent any one of the six existing lots from being sold independent of any of the other City-owned lots comprising the CSC “campus”. The State Plan Reviewer has accepted this approach so the City Attorney has drafted the attached Deed Restriction for your consideration

The Public Safety Committee reviewed this Deed Restriction at their November 12th, 2018, meeting and recommended approval.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted]
Comments:

A Resolution to Deed Restrict the property comprising the City Services Center campus at 350 Roundhouse Court to prevent the sale of any of the six lots from being sold independent of the others.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Whereas the Common Council hereby authorizes the Mayor and City Administrator to sign and record the attached Deed Restriction for the City-owned property at 450 Roundhouse Court in the City of Baraboo.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

NBR - 5

DEED RESTRICTION

Document Number

The undersigned Declarant, the City of Baraboo, a Wisconsin Municipal Corporation, is the owner of the following five parcels of real estate, consisting of six lots created by Certified Survey Maps, described as follows:

Lot 1 of CSM No. 3602 (Recorded as Document # 650507 in Volume 18, Page 3602);

Lot 1 of CSM No. 4551 (Recorded as Document # 763560 in Volume 24, Page 4551);

Lots 2 and 3 of CSM No. 4557 (Recorded as Document # 763707 in Volume 24, Page 4557);

Lot 1 of CSM No. 5520 (Recorded as Document # 925625 in Volume 31, Page 5520); and

Lot 1 of CSM No. 5598 (Recorded as Document # 940534 in Volume 32, Page 5598).

Recording Data

Name and Return Address:

Emily Truman
Baraboo City Attorney
101 South Blvd.
Baraboo, WI 53913-2184

206-0844-10000; 206-0851-00000;
206-0851-10000; 206-0852-00000;
206-0879-10000

Parcel Identification Numbers (PIN)

The five parcels of real estate are jointly referred to herein as the City Services Center Campus, or "CSC Campus."

The Declarant makes this Deed Restriction for the purpose of ensuring compliance with zoning ordinances and building code requirements of the City of Baraboo and the State of Wisconsin. The Declarant intends to use the five parcels, as in conjunction with the other, as though they were in fact one parcel of real estate, including for the purposes of erecting a storage shed on said real estate, and thus this Deed Restriction restricts any one of the six existing lots from being sold independent of any of the other City-owned lots comprising the CSC Campus.

NOW, THEREFORE, the Declarant hereby declares a restriction on the conveyance of the parcels of real property hereinabove described, such that the Declarant shall not convey any of the parcels of real estate separate from the other. This restriction shall run to and be enforceable by the City of Baraboo. This restriction shall run with the land and shall be enforceable against the Declarant, their heirs, successors, agents and assigns.

IN WITNESS WHEREOF, the City of Baraboo has executed this Deed Restriction on the ____ day of November, 2018.

CITY OF BARABOO:

By: _____
Title: _____

By: _____
Title: _____

Authentication

STATE OF WISCONSIN)
) ss
COUNTY OF SAUK)

Signatures of _____ and _____ are authenticated on this _____ day of _____, 2018.

Emily Truman
Member State Bar of Wisconsin, SBN: 1099595

This instrument drafted by:
Emily Truman, City Attorney

The City of Baraboo, Wisconsin

Background: The Baraboo District Ambulance Service (“BDAS”) has been renting a portion of the City owned Alma Waite building, located at 120 5th Street, Baraboo, for over a decade. With the new police station now in use, the Baraboo Police Department no longer needs to use the Alma Waite building for storage purposes, freeing up additional space in the building that BDAS would like to use.

An addendum to the original lease between the City and BDAS has been drafted, which will authorize BDAS to now use approximately 80% of the Alma Waite building, and clarifications were made in the addendum to the original lease regarding the terms for the amount of rent due to the City, who is responsible for certain maintenance and repairs, and updating the City’s mailing address for notices. On October 24, 2018, the BDAS Commission approved the lease addendum.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted]
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Whereas the Common Council hereby authorizes the City Administrator and City Clerk to sign the Addendum to Lease Agreement to the January 1, 2003 Lease Agreement entered into by and between the City of Baraboo and the Baraboo District Ambulance Service.

Offered by: Finance Committee
Motion:
Second:

Approved: _____
Attest: _____

ADDENDUM TO LEASE AGREEMENT

THIS ADDENDUM TO LEASE AGREEMENT is made by and between the City of Baraboo, a Wisconsin municipal corporation ("Lessor") and the Baraboo District Ambulance Service, created pursuant to §66.30, Wis. Stat. (1993-94) (currently numbered as §66.0301 Wis. Stats. (2011-12))("Lessee"). The Lessor and Lessee may be referred to herein as the Parties.

Whereas, on January 1, 2003, the Parties entered into a Lease Agreement ("**Lease Agreement**") for certain property owned by the Lessor, commonly referred to as the Alma Waite building, located at 120 5th Street, Baraboo, WI ("**Leased Property**"), and

Whereas, the Parties wish to provide clarification to the Lease Agreement by making the following amendments to the Lease Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and pursuant to and subject to the terms and conditions hereinafter set forth, the Parties agree as follows:

1. The amendments to the Lease Agreement contained in this Addendum shall be effective on the date this Addendum is fully executed by the Parties, and shall remain in effect for a period of one year and then for the duration of the Lease Agreement.

2. Paragraph Three of the Lease Agreement shall be revised as follows:

3. **Rent.** Lessee shall pay to Lessor, at its address set forth below, rent on a semi-annual basis in accordance with the rental schedule set forth on Exhibit B, attached hereto and made a part hereof. Payment shall be made to Lessor at:

Office of the City Treasurer
Baraboo Municipal Building
101 South Blvd.
Baraboo, WI 53913

3. Paragraph Five of the Lease Agreement shall be revised as follows:

5. **Maintenance and Repairs.**

(a) Lessee shall, at all times and at Lessee's expense, keep the Leased Premises in a neat, clean, respectable and good tenantable condition.

(b) Lessee shall make such improvements on the Leased Premises as shall be necessary to keep said Premises in at least as good a condition as when delivered to it by Lessor, normal wear and tear excepted.

(c) Lessee agrees to provide, at Lessee's expense, all repairs and routine maintenance to the Leased Premises, with the exception of major structural repairs as further described in section (d), below, with said repairs and routine maintenance to include, but not be limited to, the following: windows, doors, electrical, plumbing,

heating (with the exception of the furnace, as provided for in section (d), below), ventilation, and air conditioning systems, carpet/flooring and fixtures. All repairs and routine maintenance shall be completed timely and to industry standards, as applicable.

- (d) Lessor agrees to be responsible for, at Lessor's expense, major structural repairs to the Leased Premises, including, but not limited to, roof repairs, foundation repairs, support and structural repairs, ceiling repairs, and other repairs necessary to keep the structure of the Leased Premises intact, unless otherwise caused by the failure of the Lessee to properly repair and maintain the Leased Premises pursuant to section (c), above, and/or as provided for in section (e), below. In addition, Lessor agrees to be responsible for, at Lessor's expense, furnace replacement.
- (e) Any repairs or replacements necessitated or caused by the acts and/or omissions of Lessee, or an employee, officer or agent thereof, shall be Lessee's responsibility.
- (f) Unless otherwise agreed in writing, Lessee shall, at its own expense, have the right to make such alterations and improvements to the Leased Premises as shall be reasonably necessary for Lessee's use of the Leased Premises for the operation of the Baraboo District Ambulance Service, provided, however, that prior to the commencement of any such alteration or improvement, Lessor shall in each case have approved in writing such alterations or improvements and the plans and specifications therefore.
- (g) Lessee's continuing possession of the Leased Premises shall be conclusive evidence that the Leased Premises were in good order and in a safe and satisfactory condition when Lessee took possession.
- (h) Lessee agrees that no promise of Lessor to alter, remodel, decorate, clean or improve the Leased Premises and no representation respecting the condition of the Leased Premises has been made by Lessor to Lessee unless the same is set forth in this Agreement.
- (i) Lessee shall be fully responsible for noticing and correcting any unsafe condition on the Leased Premises, except as provided for in (d), above.
- (j) Lessor shall be responsible for reasonable snow removal from the Leased Premises, including the public sidewalk on 5th Street and the ingress and egress areas serving the Leased Premises.

4. Paragraph Twelve of the Lease Agreement shall be revised as follows:

- 12. **Notices.** Any notice, statement or demand required or permitted under this Lease shall be deemed delivered personally or when deposited by certified mail, return receipt requested, in the U.S. Mail, postage prepaid and addressed to the party for whom intended.

LESSOR: City Clerk
Baraboo Municipal Building
101 South Blvd.
Baraboo, WI 53913

With a Copy To: City Administrator
Baraboo Municipal Building
101 South Blvd.
Baraboo, WI 53913

LESSEE: Director
Baraboo District Ambulance Service
120 5th Street
P.O. Box 195
Baraboo, WI 53913

- Exhibits A-1, A-2 and B of the Lease Agreement shall be replaced with the attached Amended Exhibits A-1, A-1 and B.
- All other terms contained in the Lease Agreement shall remain in full force and effect.

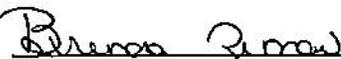
BARABOO DISTRICT AMBULANCE SERVICE, LESSEE

By:  Date: 10-25-18
Dana Sechler, Chief / EMS Director

By:  Date: 29 Oct 2018
David Dahlke, Commission President

CITY OF BARABOO, LESSOR

By:  Date: 10-30-18
Ed Geick, City Administrator

By:  Date: 10-30-18
Brenda Zeman, City Clerk

Approved as to Form:
Emily Truman, City Attorney

AMENDED EXHIBIT A-1

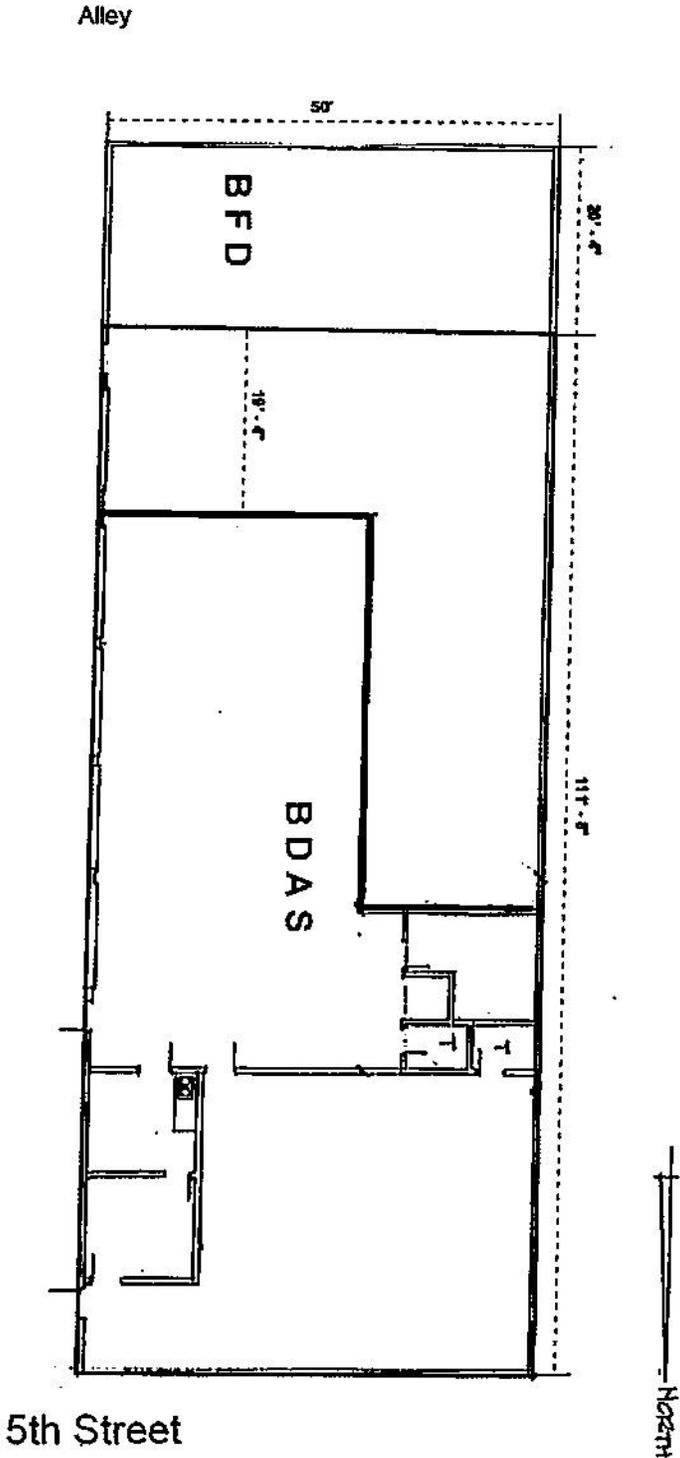
The following portions of the Alma Waite Building located at 120 5th Street: The northern part of the Alma Waite Building, including the police evidence room, consisting of 772 Sq. Ft., plus one-half of the Baraboo Fire Department Bay, consisting of 1,015 Sq. Ft., for a total of 5,590 Sq. Ft., as shown on Amended Exhibit A-2.

The following parking spaces: 3 northern parking spaces located in the east apron area adjacent to the Lease Premises and designated for Lessee's use.

The non-exclusive right of ingress and egress over the apron area located adjacent to and in front of that portion of the east side of the Alma Waite Building leased to Lessee thereby providing access to the garage area of the building. Lessee understands and agrees that this apron area is also used for ingress and egress by the Baraboo Police Department and other City staff and departments. Lessor and Lessee agree that the apron area in front of that portion of the Alma Waite Building used by Lessee must be kept open and freely accessible at all times and that there shall be no parking of vehicles, equipment or other objects on the apron area, except in designated parking spaces.

AMENDED EXHIBIT A-2

Alma Waite Annex Building



AMENDED EXHIBIT B
Rent

Lessee shall pay Lessor an annual rent of \$42,931.20 (roughly \$7.68 per SQFT) for 2019. The rent shall be payable on a semi-annual basis in advance on January 1st and July 1st of each year.

Rent shall be adjusted in September each year, effective the following January 1st by the change in the Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items (1982-84=100) as published by United States Department of Labor Bureau of Labor Statistics for the preceding July.

The actual calculation for 2019 taking into consideration the previous agreement CPI-U denominator, or starting CPI-U. The calculation is as follows:

Base Rent 2018	\$28,568.56
(CPI-U) July 2018	252.006
(CPI-U) December 2017	246.524
Additional SQFT	\$13,727.36 (1,787 SQFT @ roughly \$7.68 per SQFT)

$$\text{\$28,568.56} \times (252.006/246.524) + \text{\$13,727.36 for additional SQFT} = \boxed{\text{\$42,931.20 Effective January 1, 2019}}$$

Example:

Base rent calculation going forward:

Base Rent 2019	\$42,931.20
(CPI-U) July 2019	254.006
(CPI-U) July 2018	252.006

$$\text{\$42,931.20} \times (254.006/252.006) = \boxed{\text{\$43,271.92 Effective January 1, 2020}}$$

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd., Baraboo, Wisconsin, on Tuesday, November 13, 2018, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

Request to rezone the 0.26-acre parcel on the northwest corner of the intersection of South Parkway and Quarry Street being part of the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 2, T11N, R6E, located at 404 South Parkway, from R-1A Single Family Residential to NRO Neighborhood Residential Office classification by Daniel J and Adelina Hellenbrand to allow the operation of a beauty shop in the existing single-family residence.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Brenda Zeman, City Clerk.

To be published on: November 1, and November 6, 2018 in the legal section.

The City of Baraboo, Wisconsin

Background: The new owners of the property at 404 South Parkway would like to establish a beauty shop on the main level of the existing residence, in a space that was previously occupied as a “contractor’s office”. In the existing single-family residential districts, beauty shops are specifically prohibited as both a home occupation as well as a professional home office. The Zoning Code contains the following definition:

PERSONAL OR PROFESSIONAL SERVICES. Personal service and professional service land uses include all exclusively indoor land uses whose primary function is the provision of services directly to an individual on a walk-in or on-appointment bases. Examples of such uses include professional services, insurance or financial services, realty offices, medical offices, or clinics, veterinary clinics, barber shops, beauty shops, and related land uses.

The NRO-Neighborhood Residential/Office zoning district allows Personal or Professional Services as a Conditional Use. Accordingly, the property owners are seeking rezoning to an NRO zoning classification so they can apply for a Conditional Use Permit.

The Plan Commission reviewed the proposed zoning change at their October 16, 2018 meeting, and forwarded the matter to the Common Council for further consideration with a favorable recommendation.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted Comments:

An Ordinance amending §17.18(4)(a) and the Zoning District Map rezoning tax parcel 206-0988-00000 from R-1A Single-Family Residential to NRO Neighborhood Business/Office district.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. Section 17.18(4)(a), Ordinances is hereby revised to reflect the following changes: Tax Parcel 206-0988-00000, the following described 0.26-acre parcel located at 404 South Parkway, from its current R-1A Single-Family Residential zoning classification to an NRO Neighborhood Residential/Office zoning classification:.

A part of the SW ¼ of the NE ¼ of Section 2, T11N, R6E, City of Baraboo, Sauk County, Wisconsin, depicted as Parcel “A” on the attached Plat of Survey.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor’s Approval: _____

Clerk’s Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of November, 2018 and is recorded on page ____ of volume ____.

City Clerk: _____

NOTICE OF PUBLIC HEARING
City of Baraboo, Wisconsin

NOTICE IS HEREBY GIVEN that the Common Council of the City of Baraboo, Wisconsin, will hold a public hearing in the Council Chambers in the Municipal Building located at 101 South Blvd, Baraboo, Wisconsin, on Tuesday, November 13, 2018, at 7:00 o'clock p.m. for the purpose of giving an opportunity to any interested persons to be heard to consider the following matter(s):

An Amendment to the City's Zoning Code – Section 17.36C of the City of Baraboo Code of Ordinances to prohibit certain uses in the Conditional Use Overlay District.

Any person interested in obtaining additional information concerning the subject matter of this hearing may contact the City Engineering Department at the Municipal Building, 101 South Blvd, Baraboo, Wisconsin 53913.

PLEASE TAKE FURTHER NOTICE that the Common Council may make substantial changes in the zoning as a result of objection, debate and discussion at this hearing. For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

/s/ Brenda Zeman, City Clerk.

To be published on: November 01 and November 6, 2018 in the legal section.

The City of Baraboo, Wisconsin

Background: Historically, the Cities have exercised broad latitude in regulating Conditional Use Permits. However, in 2017, Wisconsin Act 67 changed the way a municipality can regulate private property, including the use of CUP regulations. State statute now requires that a municipality issue a CUP whenever an applicant “meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board”.

The Plan Commission expressed particular concerns about regulating Conditional Uses in the existing Conditional Use Overlay District. The Plan Commission reviewed this matter for several months and since there are 11 different zoning classifications within the boundary of said District, the Plan Commission decided to create a list of Prohibited Uses with said District. To avoid confusion, the Commission also recommended that several new terms be added to the list of Definitions in the Zoning Code.

The Plan Commission completed their review of this matter at their October 16, 2018 meeting, forwarded the matter to the Common Council for further consideration with a favorable recommendation.

Fiscal Note: (check one) Not Required Budgeted Expenditure Not Budgeted Comments:

An Ordinance amending §17.36C Conditional Use Overlay District to add a list of Prohibited Uses.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 17.36C(1) of the Zoning Code is hereby created to reflect the following:
 - (1) **PROHIBITED USES** (regardless of underlying zoning classification):
 - (a) Agricultural chemical manufacturing or processing plants, distribution facilities handling predominantly agricultural chemicals, storage facilities handling predominantly agricultural chemicals or bulk sale facilities.
 - (b) Agricultural services.
 - (c) Amusement and recreation services.
 - (d) Animal shelters.
 - (e) Asphalt products manufacturing or processing plants.
 - (f) Automobile car washes.
 - (g) Automobile sales establishments.
 - (h) Automobile service stations.
 - (i) Automotive, implement and recreation vehicle sales.
 - (j) Blacksmith shops which, for the purposes of this section, is defined as the forging and shaping of iron.
 - (k) Boarding houses.
 - (l) Building supplies.
 - (m) Bulk building products manufacturing or processing plants involving bio-hazardous components.
 - (n) Bus depots.
 - (o) Campgrounds.
 - (p) Cemeteries.

- (q) Communication towers, except as otherwise allowed by State or Federal law or for personal or business use.
- (r) Cultivation.
- (s) Contractors, with the exception of offices and/or showrooms and where no building or other materials are stored or constructed on the premises.
- (t) Dry cleaning establishments.
- (u) Electronic circuit assembly plants.
- (v) Electroplating plants.
- (w) Exterminating shops.
- (x) Feed lots.
- (y) Foundries and forge plants.
- (z) Fraternities and sororities.
- (aa) Garages, which, for the purposes of this section means an establishment where the repair and/or servicing of motorized vehicles, including body repair, painting and engine rebuilding, occurs.
- (bb) Garden supplies, with the exception of supplies that are stored outside.
- (cc) Grazing of livestock.
- (dd) Hazardous chemical manufacturing or processing plants, distribution facilities handling predominantly hazardous chemicals, storage facilities handling predominantly hazardous chemicals or bulk sale facilities.
- (ee) Highway salt storage areas.
- (ff) Indoor institutional, except as otherwise permitted by state of federal law.
- (gg) Industrial liquid waste storage areas.
- (hh) Junkyards and auto graveyards.
- (ii) Landfills or facilities for the treatment, storage or disposal of waste.
- (jj) Licensed Manufactured Home Parks.
- (kk) Meat and meat products manufacturers.
- (ll) Metal reduction and refinement plants.
- (mm) Mining operations (gravel pits).
- (nn) Mobile home dealers.
- (oo) Motor and machinery service and assembly shops.
- (pp) Non-Commercial community buildings for social gatherings, emergency shelters, laundry or similar common usage for a Manufacture Home Park community.
- (qq) Paint products manufacturing.
- (rr) Parking lots not accessory to a principal structure.
- (ss) Penal and correctional institutions, except as otherwise permitted by state or federal law.
- (tt) Petroleum products storage or processing.
- (uu) Photography studios, including the developing of film and pictures.
- (vv) Plastics manufacturing, other than molding operations and assembly operations.
- (ww) Printing and publishing establishments that use non-biodegradable inks and/or volatile organic compounds.
- (xx) Press Rooms.
- (yy) Pulp and paper manufacturing.
- (zz) Recreation and utility trailer dealers.
- (aaa) Salvage yards.
- (bbb) Self-service storage facility.
- (ccc) Self-storage rental sheds.
- (ddd) Service buildings normally accessory to the permitted use.
- (eee) Sexually oriented businesses, as defined in Section 12.15.
- (fff) Storage buildings that serve an existing permitted use.
- (ggg) Trailer sales or rental establishments.

- (hhh) Waste transfer stations.
- (iii) Wholesale establishments.
- (jji) Any business or industry involved the above ground bulk storage of LP or propane gas
- (kkk) All metal clad or cinder block buildings.
- (lll) All non-taxable or tax-exempt properties including, but not limited to, churches, schools, day care centers, except as otherwise allowed by state or federal law.

2. Section **17.08 DEFINITIONS** of the Zoning Code is hereby revised to include the following new definitions:

AGRICULTURAL SERVICES. Includes all operations pertaining to the sale, handling, transport, packaging, storage or disposal of agricultural equipment, products, by-products or materials primarily used by agricultural operations. Examples of such land uses include agricultural implement sales, storage or repair operations; feed and seed stores; agricultural chemical dealers and/or storage facilities; animal feed storage facilities; commercial dairies; food processing facilities; canning and other packaging facilities; and agricultural waste disposal facilities

AMUSEMENT AND RECREATION SERVICES. The operation of sports, amusement, and recreation services such as, but not limited to, bathing beaches, swimming pools, riding academies, carnival operations, exposition operations, horse shows, picnic grounds operations, and shooting galleries but specifically, excluding rental of rowboats and canoes.

BUS DEPOT. A facility where buses are stored and maintained.

INDOOR INSTITUTIONAL. All indoor public and private institutional facilities such as libraries, museums and community centers, schools, colleges, churches, nonprofit clubs, nonprofit fraternal organizations, hospitals, jails, prisons and similar land uses but specifically excluding gyms, swimming pools, convention centers.

3. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of November, 2018 and is recorded on page ____ of volume ____.

City Clerk: _____

NBO-3

The City of Baraboo, Wisconsin

Background: The City’s Municipal Code regulating the licensing of pawnbrokers, secondhand article dealers and secondhand jewelry dealers contains a requirement that secondhand article dealers and secondhand jewelry dealers provide the City Clerk with a license bond of \$500 with two sureties before the City will issue the license. This is the same language in the State Statute, but the Statute only requires the license bond for pawnbrokers.

After speaking to the Police Department and local businesses, it is recommended that the license bond requirement be removed for secondhand dealers for being unduly onerous. The benefit to the City for having this as a requirement is also negligible given that the Code includes other means of taking enforcement against Code violations.

On November 5, 2018, the Administrative Committee unanimously recommended the Common Council amend the Baraboo Municipal Code to remove the license bond requirement for secondhand dealers.

Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

- 1. Section 12.03(7)(a)2 of the Baraboo Municipal Code is amended as follows:

Pawnbroker ~~The applicants~~ **must** provides to the City Clerk a license bond of \$500 with not less than two sureties for the observation of all municipal ordinances or state or federal laws relating to pawnbrokers, secondhand article dealers, or secondhand jewelry dealers. The bond must be in full force and effect at all times during the term of the license.

- 2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor’s Approval: _____

Clerk’s Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of _____, 20____, and is recorded on page _____ of volume _____.

City Clerk: _____

2019 Budget Summary											11/9/2018	
Department	Description	Original Budget	Requested Budget		Revenue Source		Potential Impact on Levy					
		12/31/2018	12/31/2019	Project Amount	Description	Amount	Preliminary	Admin Revisions	Council Revisions	Final		
General	OP		97,634	113,996				113,996	(14,534)	-	99,462	
	(9) Tablets @ \$300 per	2,700					-	(1,000)	-	(1,000)		
	Operating Total						-	113,996	(15,534)	-	98,462	
Information Technology	OP		53,993	61,065				61,065	-	-	61,065	
	Network monitoring software	3,300					-	-	-	-		
	Firewall software support	1,833					-	-	-	-		
	(2) Engineering workstations	4,720					-	-	-	-		
	Operating Total						-	61,065	-	-	61,065	
	CAP		26,800	16,810								
48 port switch				7,756			-	7,756	-	-	7,756	
(2) 24 port switches (Parks, Fire Dept)				9,054			-	9,054	-	-	9,054	
Capital Total							-	16,810	-	-	16,810	
External Agencies	AMBULANCE	OP	Operating Total	276,299	288,408			-	288,408	-	-	288,408
	AIRPORT	OP	Operating Total	33,313	21,700	FBA (Airport)	21,700	-	-	-	-	
		OP		194,613	17,642							
			Mower \$26,950 (City's 1/2)			13,475	Trade Value;FBA	13,475	-	-	-	
			Relocate fuel farm \$166,667 (City's 1/2 of 5%)			4,167	FBA (Airport)	4,167	-	-	-	
			Capital Total					-	-	-	-	
								17,642	-	-	-	
	CEMETARY	OP	Operating Total	29,000	29,000			-	29,000	-	-	29,000
	UW	OP	Operating Total	65,000	57,500			-	57,500	-	-	57,500
		OP		37,500	45,000			-	45,000	-	-	45,000
		Roof replacement \$75,000 (City's 1/2)			37,500		-	-	-	-		
		Air Handler Coil \$15,000 (City's 1/2)			7,500		-	-	-	-		
		Capital Total					-	45,000	-	-	45,000	
Contingency	OP		48,923	38,810				38,810	-	-	38,810	
			Annual separations (\$70K) less dept budgeted (\$56,190)	13,810				-	-	-	-	
			Merit pay program	25,000				-	-	-	-	
		Operating Total					-	38,810	-	-	38,810	
Finance	OP		724,000	780,077				780,077	5,000	-	785,077	
			Monitors for Finance Director	1,100				-	-	-	-	
			Move Municipal building to Fire Dept					-	-	-	-	
			Actuarial Study for GASB 75					-	3,000	-	3,000	
			Amount over goal (building contracts, training)	11,017				-	-	-	-	
			Operating Total					-	780,077	8,000	-	788,077
	CAP		494,587	530,265								
			Financial Software purchase (Year 3/3)			22,146	Capital Equip Fund	9,200	12,946	-	-	12,946
		Taxi (Local share)			5,000		-	5,000	-	-	5,000	
					503,119	Debt proceeds Applied	503,119	-	-	-		
		Capital Total					-	17,946	-	-	17,946	
							512,319	17,946	-	-	530,265	
Insurance	OP	Operating Total	61,717	45,003				45,003	-	-	45,003	
Attorney	OP	Operating Total	132,945	132,963				132,963	-	-	132,963	
Admin	OP	Operating Total	230,711	222,984				222,984	-	-	222,984	
ED	OP		41,100	31,357	FBA	11,357	20,000	-	-	20,000		
			Economic Development Fund	20,000			-	-	30,000	-	30,000	
			Discover Wisconsin (Year 3/3)	3,500			-	-	-	-	-	
		Operating Total					11,357	20,000	30,000	-	50,000	
Police	OP	Operating Total	3,554,420	3,706,280				3,706,280	-	-	3,706,280	
	CAP		133,100	139,100								
			(1) PD vehicle (replace purchase in '18)			30,000		-	30,000	-	-	30,000
			Zuercher software			58,000		-	58,000	-	-	58,000
			(2) MDC replacements			8,400		-	8,400	-	-	8,400
			Arbitrator for interview room			8,000		-	8,000	-	-	8,000
			Arbitrator Video system			5,800		-	5,800	-	-	5,800
			Portable radios			9,900		-	9,900	-	-	9,900
			Mobile radio			5,000		-	5,000	-	-	5,000
			(4) Body worn cameras			4,000		-	4,000	-	-	4,000
			New Canine & training			10,000	FBA & Donations	10,000	-	-	-	
			Capital Total					10,000	129,100	-	-	129,100
			Other Total					-	-	-	-	
Fire	OP		600,613	693,038				693,038	-	-	693,038	
			Implement Duty Pay program	40,938				-	(40,938)	-	(40,938)	
			Hire Training Officer \$101,676; reduce day calls \$32,295	68,381				-	68,381	-	68,381	
			Contract for physicals savings	(5,000)				-	-	-	-	
			Move Municipal Building to Fire Dept					-	-	-	-	
			Operating Total					-	693,038	27,443	-	720,481
	CAP		225,000	237,824								
			Rooftop HVAC unit at Alma Waite			9,824		-	9,824	(9,824)	-	-
			Cut hole in wall at old City Hall			3,000		-	3,000	-	-	3,000
			Eqmt Replacement Fund contribution			220,000		-	220,000	(20,000)	-	200,000
		Siren maintenance fund			5,000		-	5,000	-	-	5,000	
		Capital Total					-	237,824	(29,824)	-	208,000	
	OTH		-	50,000								
		Replace support vehicle			50,000	Fire Equip. Fund	50,000	-	-	-	-	
		Other Total					50,000	-	-	-	-	
Fire Hydrant	OP	Operating Total	289,307	289,307				289,307	-	-	289,307	
Inspection	OP		86,074	112,856				112,856	-	-	112,856	
			Hire Building Inspector/Code Enforcement/Firefighter	36,233				-	-	-	-	
			Addl operating budget for new employee	1,468				-	-	-	-	
		Operating Total					-	112,856	-	-	112,856	
Engineer	OP		258,747	265,675				265,675	-	-	265,675	
			Sidewalk Repair	50,000				-	-	-	-	
			Operating Total					-	265,675	-	-	265,675
	CAP		2,340,887	1,723,662								
			Street Reconstruction:									
			DOT - Hwy 33 Design (Year 1 of 5)			54,150		-	54,150	-	-	54,150
			Broadway (5th - 8th)			135,000	Local Road / Debt FBA	135,000	-	-	-	
			Lake Street			849,323	Debt FBA	774,891	74,432	(74,432)	-	-
			Washington (4th - 8th)			400,000	Debt FBA	400,000	-	-	-	
			City sidewalk - (portion of road construction)			14,300	Debt FBA	14,300	-	-	-	
		City's portion - Assessable sidewalk			12,000	Debt FBA	12,000	-	-	-		
		Sidewalk & C&G (Assessable-street projects)			245,689	SA Fund	245,689	-	-	-		
		New Sidewalk (assessable) Elizabeth St (1 block)			13,200	SA Fund	13,200	-	-	-		
		Capital Total					1,581,880	141,782	(74,432)	-	67,350	
Public Works	OP		2,224,930	2,267,277				2,267,277	-	-	2,267,277	
			Repair CSC radiant tube heaters	4,500				-	-	-	-	
			Way finding signs	12,500				-	-	-	-	
			Paint historical lights	20,000				-	(3,000)	-	(3,000)	
			Replace arm recycling truck (2011)	25,000				-	-	-	-	
			Fencing, gate at compost site	10,000				-	(10,000)	-	(10,000)	
			(4) Alleys	48,000				-	-	-	-	
			5th Ave Parking Lot (C/O 2017) or Corner Drug lot	20,000			FBA	20,000	-	-	-	
			Operating Total					20,000	2,267,277	(13,000)	-	2,254,277
	CAP		254,675	252,900								
		Building improvements at new Storage Shed			10,000	Utilities	1,391	8,609	-	-	8,609	

2019 Budget Summary

11/9/2018

Department	Description	2019 Budget Summary			Revenue Source		Potential Impact on Levy			
		Original Budget 12/31/2018	Requested Budget 12/31/2019	Project Amount	Description	Amount	Preliminary	Admin Revisions	Council Revisions	Final
Public Works (Continued)	Skid steer #27 & #28 (both w/wheels)			92,900	Trade Value	51,500	41,400	-	-	41,400
	Backhoe (from Water)			25,000		-	25,000	-	-	25,000
	Asphalt Router			25,000		-	25,000	-	-	25,000
	Compost fencing & Gate					-	-	10,000	-	10,000
	PW Equipment Replacement Fund			100,000		-	100,000	-	-	100,000
	Capital Total					52,891	200,009	10,000	-	210,009
	OTH			101,500						
	Truck #1			33,850	Sale; Cap Eqmt Fund	33,850	-	-	-	-
	Truck #2			35,150	Sale; Cap Eqmt Fund	35,150	-	-	-	-
	Truck #4			32,500	Sale; Cap Eqmt Fund	32,500	-	-	-	-
Other Total					101,500	-	-	-	-	
Library	OP		886,069	925,000			925,000	-	-	925,000
	Add position (Library Page)	13,280					-	-	-	-
	Operating Total						925,000	-	-	925,000
	CAP		9,371	11,800						
	(44) reels of microfilm			3,800			3,800	-	-	3,800
	RFID tags (2nd half)			8,000			8,000	-	-	8,000
Capital Total						11,800	-	-	11,800	
OTH			857,875							
Architectural design for new library - Phase I				857,875	Lib Bldg. Fund	857,875	-	-	-	
Other Total						857,875	-	-	-	
Parks & Recreation	OP		1,479,762	1,502,814			1,502,814	-	-	1,502,814
	Concrete floor for Attridge maint building	2,500					-	-	-	-
	Operating Total						1,502,814	-	-	1,502,814
	CAP		541,075	363,400						
	Civic Center floor scrubber			7,000			7,000	-	-	7,000
	Copy machine			4,700			4,700	-	-	4,700
	Civic Center Wi-Fi			2,700			2,700	-	-	2,700
	Park office remodel			28,000			28,000	-	-	28,000
	Pickup replacement			28,000	Trade Value		28,000	-	-	28,000
	Tommy Gate for Pickup			2,500			2,500	-	-	2,500
	Skid steer w/tracks			61,000	Trade Value	28,000	33,000	-	-	33,000
	Trailer for skid steer			5,000			5,000	-	-	5,000
	Concrete floor, overhead door Oschner maint bldg.			4,500			4,500	-	-	4,500
	Pierce Park Field 4/5 ADA path			9,000	Impact Fees	4,500	4,500	-	-	4,500
	Raze Maxwell Potter garage			12,500			12,500	-	-	12,500
	Maxwell Potter kayak launch & ADA path			128,000	DNR grant; ATC	128,000	-	-	-	-
	Langer Park LED lights			5,000			5,000	-	-	5,000
	Gravel Bed @ community garden			11,000	Grant;Park Seg Fund	11,000	-	-	-	-
	Zoo walk-in freezer			4,500			4,500	-	-	4,500
	Zoo restroom renovations			25,000			25,000	-	-	25,000
	Pool concept redesign			20,000	Impact Fees	3,000	17,000	-	-	17,000
	Pool ladder replacement			5,000			5,000	-	-	5,000
	Capital Total					174,500	188,900	-	-	188,900
	OTH			151,500						
	Maxwell Potter parking lot				15,000	Impact Fees - Land	15,000	-	-	-
	Retention curbing at Arboretum				8,500	Park Seg. Fund	8,500	-	-	-
	River walk extension at Maxwell Potter bridge				18,000	Forest Sale Proceeds	18,000	-	-	-
	City View restrooms				30,000	Impact Fees	30,000	-	-	-
	Challenge playground @ Oschner				20,000	Kuenzi; Donations	20,000	-	-	-
	Dog Park Improvements				10,000	Park Seg. Fund	10,000	-	-	-
	Skate park ramp				3,000	Donations;Park Seg	3,000	-	-	-
	M-P sign				1,800	Impact Fees	1,800	-	-	-
	Zoo asphalt path replacement				17,000	Park Seg; Alma Waite	17,000	-	-	-
	Zoo public barrier fence				4,200	Park Seg. Fund	4,200	-	-	-
	Owl exhibit renovations				16,500	Park Seg. Fund	16,500	-	-	-
Park House door & ADA path				7,500	Park House	7,500	-	-	-	
Other Total						151,500	-	-	-	
BEDC / CDA	OP		39,784	42,098			42,098	-	-	42,098
Operating Total							42,098	-	-	42,098
Total			15,471,949	16,126,486		2,705,289	12,583,322	(57,347)	-	12,525,975
OTH				1,160,875		1,160,875				
OP			11,446,454	11,689,850		53,057		36,909	-	11,726,759
CAP			4,025,495	3,275,761		2,349,232		(94,256)	-	3,181,505
DEBT			3,145,384	3,041,253				26,825	-	3,068,078
Total Budget			18,617,333	18,006,864				(30,522)	-	17,976,342

Fund Balance Applied:		
Fund Balance, October 2018	\$	3,812,133
Uses of Fund Balance	\$	51,790
General Fund 2018 Budget	\$	12,219,469
% of Fund Balance		30.77%
Amount over 25%	\$	705,476
Expenditure Restraint Limitation	\$	(39,038)
Fund Balance Available for 2019 Budget	\$	666,438
Non-Levy Revenues		
	2018	2019
General Fund Revenues	5,019,801	4,766,336
Revenue for capital projects	-	255,650
Special Assessment Revenues	282,651	245,689
New Debt	2,000,000	-
2016 bond proceeds applied to street projects	550,000	1,310,741
2017 debt proceeds applied to 2018 lease payment	460,000	503,119
Public Safety Impact fees	148,000	-
Fire/PW/Capital Equipment Replacement Funds	349,500	N/A
Canine Reserve applied to new dog purchase	-	7,500
Mayor's Economic Development Fund 460	17,500	11,357
UW bonds applied to Debt Service	37,500	16,850
2013 PS Land Acquisition bonds to repay \$1.545M debt	141,482	90,757
Apply Airport Operating Fund Balance to Operating	35,813	39,342
Fund Balance Applied (to projects c/o from 2017)	64,545	20,000
Fund Balance Applied (to reduce FB to 25%)	404,175	666,378
Total Non-Levy Revenues	9,510,967	7,933,719
Fund Balance Used for Capital Projects		
	2018	2019
Fund Balance Applied to Budget	404,175	666,378
Amount transferred to Capital Savings accounts	248,566	305,000
Total Fund Balance Used for Capital Projects	155,609	361,378
Capital Project Funding		
	2018	2019
Total Capital Projects	4,690,650	3,181,505
Amount transferred to Capital Savings accounts	248,566	305,000
Issue Debt	2,000,000	-
Apply Prior Year Debt proceeds	-	1,813,860
Fund Balance Applied for Capital Projects	155,609	361,378
Other Funding Sources	1,912,684	501,339
Capital funded by Levy	373,791	199,928

Levy as Proposed				
	2017		2018	
	Levy	Levy Limit	Starting Point	Current
General Fund	7,088,135	6,974,545	7,777,150	6,932,102
Capital Fund	-	-	74,550	150,050
Debt Service	1,505,693	1,545,832	1,545,832	1,438,225
	8,593,828	8,520,377	9,397,532	8,520,377
Total Revisions				(30,522)
Amount Needed to Reach Goal				-
			9,367,010	8,520,377
				Levy Limit
				(73,451.00)
Change from Prior Year: Levy Dollars				(0.85)
Change from Prior Year: Levy Dollars as a Percentage (Rounded)				
Amount to change the Levy by (Rounded):	1%	\$	85,938	
Amount to change the MIL Rate by: \$	0.01		7,647	

Assumptions:	
▶	2% Increase - Non-union budgeted wages, plus steps
▶	(.15%) and (.59%) Decrease - Retirement
▶	(3.6%) Decrease - City's contribution to health insurance
▶	1% increase - Departmental operating expenses

Abbreviations/Acronyms:	
OP	Operating
CAP	Capital
OTH	Other
ED	Economic Development
PD	Police Department
COLA	Cost of Living
CDA	Community Development Authority
RFID	Radio-Frequency Identification
BEDC	Baraboo Economic Development Commission
UW	University of Wisconsin - Baraboo/ Sauk County
MDC	Mobile Data Computers
HVAC	Heating, Ventilation and Air Conditioning
ADA	Americans with Disabilities
PW	Public Works
C/O	Carried Over

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Sewer Utility										
Sewer										
Sewer Depreciation										
960-36-40300-540-000	Depreciation	358,432.18	.00	.00	.00	.00	.00	.00	.00	.00
Total Sewer Depreciation:		358,432.18	.00	.00	.00	.00	.00	.00	.00	.00
960-36-40419-001	Utility Interest on Investment	17,611.51	9,000.00	9,000.00	19,749.68	9,000.00	13,350.00	.00	.00	.00
960-36-40419-101	Utility - Investment Fees	1,192.81-	.00	.00	948.73-	.00	850.00-	.00	.00	.00
960-36-40421-001	Ut Contrib in Aid of Construct	5,850.00	.00	.00	248,769.08	.00	.00	.00	.00	.00
960-36-40421-101	Util Capital Paid by Municipal	8,375.50	.00	.00	.00	.00	.00	.00	.00	.00
960-36-40434-001	Util Sale of Assets	.00	.00	.00	.00	.00	40,000.00	.00	.00	.00
960-36-40436-101	Sewer Approp of Equip Funds	.00	.00	.00	.00	.00	128,000.00	.00	.00	.00
960-36-40436-201	Sewer Approp of Debt Ser Fund	.00	.00	.00	.00	.00	357,357.00	.00	.00	.00
960-36-40621-101	Sewer Flat Rate Genl Con-Res	719,519.05	679,232.00	679,232.00	580,192.17	679,232.00	754,591.00	.00	.00	.00
960-36-40621-201	Sewer Flat Rate Genl Con-Com	444,201.15	452,821.00	452,821.00	359,091.12	452,821.00	463,687.00	.00	.00	.00
960-36-40621-301	Sewer Flat Rate Genl Con-Ind	91,220.63	97,033.00	97,033.00	75,605.55	97,033.00	97,863.00	.00	.00	.00
960-36-40621-401	Sewer Flat Rate Genl-Public	61,236.35	64,689.00	64,689.00	53,578.94	64,689.00	67,516.00	.00	.00	.00
960-36-40624-001	Sewer Serv to Other Systems	167,357.30	169,011.00	169,011.00	124,536.38	169,011.00	155,230.00	.00	.00	.00
960-36-40625-001	Sewer Other Sewage Services	7,328.87	.00	.00	1,452.96	.00	.00	.00	.00	.00
960-36-40631-001	Sewer Penalties	7,821.73	.00	.00	7,152.85	.00	.00	.00	.00	.00
960-36-40635-001	Sewer Other Operating Revenue	3,424.78	.00	.00	5,486.50	.00	.00	.00	.00	.00
Sewer - Long Term Debt										
960-36-42700-610-000	Principal	.00	.00	.00	.00	.00	267,824.00	.00	.00	.00
960-36-42700-620-000	Interest	37,694.61	33,315.00	33,315.00	36,570.57	33,315.00	89,533.00	.00	.00	.00
Total Sewer - Long Term Debt:		37,694.61	33,315.00	33,315.00	36,570.57	33,315.00	357,357.00	.00	.00	.00
Sewer Plant Labor										
960-36-82000-120-000	Wages	202,644.49	213,215.00	213,215.00	146,184.97	213,215.00	231,278.00	.00	.00	.00
960-36-82000-122-000	Overtime	9,273.93	19,180.00	19,180.00	7,252.26	19,180.00	16,989.00	.00	.00	.00
960-36-82000-128-000	Merit Pay	3,208.00	.00	.00	.00	.00	.00	.00	.00	.00
960-36-82000-129-000	Longevity	1,120.00	1,240.00	1,240.00	460.00	1,240.00	1,320.00	.00	.00	.00
960-36-82000-130-000	Social Security	14,553.46	17,873.00	17,873.00	10,970.48	17,873.00	19,093.00	.00	.00	.00
960-36-82000-131-000	Retirement	13,325.44	18,924.00	18,924.00	12,266.14	18,924.00	19,842.00	.00	.00	.00
960-36-82000-132-000	Health Insurance	51,980.42	54,203.00	54,203.00	41,892.45	54,203.00	52,164.00	.00	.00	.00
960-36-82000-133-000	Life Insurance	126.01	140.00	140.00	112.06	140.00	150.00	.00	.00	.00
960-36-82000-134-000	Income Continuation	.00	537.00	537.00	.00	537.00	449.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
960-36-82000-136-000	Cafeteria Plan	45.22	75.00	75.00	24.85	75.00	80.00	.00	.00	.00
960-36-82000-180-000	Uniform Allowance	600.00	600.00	600.00	600.00	600.00	600.00	.00	.00	.00
960-36-82000-190-000	Unemployment Compensation	2,215.22	500.00	500.00	.00	500.00	500.00	.00	.00	.00
Total Sewer Plant Labor:		299,092.19	326,487.00	326,487.00	219,763.21	326,487.00	342,465.00	.00	.00	.00
Sewer Pumping Power & Fuel										
960-36-82100-222-000	Electricity	81,334.82	92,050.00	92,050.00	69,965.48	92,050.00	87,850.00	.00	.00	.00
Total Sewer Pumping Power & Fuel:		81,334.82	92,050.00	92,050.00	69,965.48	92,050.00	87,850.00	.00	.00	.00
Sewer Headworks Operating Exp.										
960-36-82200-221-000	Water & Sewer	3,911.92	3,870.00	3,870.00	3,263.60	3,870.00	4,100.00	.00	.00	.00
960-36-82200-222-000	Electricity	773.86	650.00	650.00	383.79	650.00	550.00	.00	.00	.00
960-36-82200-250-000	Repair & Maint Serv-Equipment	1,227.84	5,500.00	4,000.00	1,633.85	4,000.00	4,000.00	.00	.00	.00
960-36-82200-260-000	Repair & Maint Serv-Buildings	311.20	1,500.00	3,000.00	2,749.48	3,000.00	3,000.00	.00	.00	.00
960-36-82200-340-000	Operating Supplies	428.85	350.00	350.00	17.22	350.00	700.00	.00	.00	.00
Total Sewer Headworks Operating Exp.:		6,653.67	11,870.00	11,870.00	8,047.94	11,870.00	12,350.00	.00	.00	.00
Sewer UV Disinfection										
960-36-82300-340-000	Operating Supplies	68.68	250.00	250.00	.00	250.00	250.00	.00	.00	.00
Total Sewer UV Disinfection:		68.68	250.00	250.00	.00	250.00	250.00	.00	.00	.00
Sewer Sludge Conditioning Chem										
960-36-82500-345-000	Chemicals	17,938.04	20,800.00	21,100.00	21,099.00	21,100.00	48,200.00	.00	.00	.00
Total Sewer Sludge Conditioning Chem:		17,938.04	20,800.00	21,100.00	21,099.00	21,100.00	48,200.00	.00	.00	.00
Sewer Other Operating Expense										
960-36-82700-217-000	Testing & Lab Expense	8,917.30	7,000.00	7,000.00	3,682.82	7,000.00	8,000.00	.00	.00	.00
960-36-82700-221-000	Water & Sewer	1,250.22	1,675.00	1,675.00	1,082.96	1,675.00	1,400.00	.00	.00	.00
960-36-82700-226-000	Stormwater	1,354.12	1,395.00	1,395.00	1,015.59	1,395.00	1,395.00	.00	.00	.00
960-36-82700-250-000	Repair & Maint Serv-Equipment	1.89	500.00	500.00	.00	500.00	500.00	.00	.00	.00
960-36-82700-340-000	Operating Supplies	8,114.02	8,200.00	8,200.00	3,957.58	8,200.00	6,500.00	.00	.00	.00
960-36-82700-390-000	Other Supplies & Expense	234.21	725.00	725.00	690.55	725.00	725.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Sewer Other Operating Expense:		19,871.76	19,495.00	19,495.00	10,429.50	19,495.00	18,520.00	.00	.00	.00
Sewer Sludge Operating Expense										
960-36-82710-221-000	Water & Sewer	11,781.28	13,100.00	13,100.00	7,503.20	13,100.00	12,500.00	.00	.00	.00
960-36-82710-222-000	Electricity	6,728.13	6,500.00	6,500.00	5,358.69	6,500.00	15,000.00	.00	.00	.00
960-36-82710-226-000	Stormwater	915.88	944.00	944.00	686.91	944.00	944.00	.00	.00	.00
960-36-82710-340-000	Operating Supplies	159.37	525.00	525.00	50.14	525.00	450.00	.00	.00	.00
960-36-82710-345-000	Chemicals	50,650.94	71,250.00	70,950.00	50,649.78	70,950.00	70,000.00	.00	.00	.00
Total Sewer Sludge Operating Expense:		70,235.60	92,319.00	92,019.00	64,248.72	92,019.00	98,894.00	.00	.00	.00
Sewer Transportation Expense										
960-36-82800-240-000	Repair & Maint Service-Vehicle	403.67	750.00	750.00	.00	750.00	850.00	.00	.00	.00
960-36-82800-348-000	Gas. Diesel. Oil. Grease	973.98	1,200.00	1,200.00	958.85	1,200.00	1,225.00	.00	.00	.00
Total Sewer Transportation Expense:		1,377.65	1,950.00	1,950.00	958.85	1,950.00	2,075.00	.00	.00	.00
Sewer Sludge Transportation Ex										
960-36-82810-240-000	Repair & Maint Service-Vehicle	3,342.45	1,275.00	1,275.00	372.23	1,275.00	1,000.00	.00	.00	.00
960-36-82810-348-000	Gas. Diesel. Oil. Grease	2,817.66	3,975.00	3,975.00	2,924.72	3,975.00	3,960.00	.00	.00	.00
Total Sewer Sludge Transportation Ex:		6,160.11	5,250.00	5,250.00	3,296.95	5,250.00	4,960.00	.00	.00	.00
Sewer Mains Maintenance										
960-36-83100-120-000	Wages	20,619.99	20,080.00	20,080.00	10,937.63	20,080.00	19,013.00	.00	.00	.00
960-36-83100-122-000	Overtime	6,895.92	12,786.00	12,786.00	8,925.70	12,786.00	16,989.00	.00	.00	.00
960-36-83100-130-000	Social Security	1,943.70	2,514.00	2,514.00	1,426.09	2,514.00	2,754.00	.00	.00	.00
960-36-83100-131-000	Retirement	2,189.78	2,662.00	2,662.00	1,599.62	2,662.00	2,862.00	.00	.00	.00
960-36-83100-132-000	Health Insurance	6,141.68	7,625.00	7,625.00	4,363.21	7,625.00	7,524.00	.00	.00	.00
960-36-83100-133-000	Life Insurance	7.43	20.00	20.00	.00	20.00	22.00	.00	.00	.00
960-36-83100-134-000	Income Continuation	.00	76.00	76.00	.00	76.00	65.00	.00	.00	.00
960-36-83100-236-000	Repair & Maint Serv -Mains	41,035.57	45,000.00	51,500.00	51,466.56	51,500.00	89,872.00	.00	.00	.00
960-36-83100-250-000	Repair & Maint Serv-Equipment	1,626.64	5,000.00	1,500.00	1,057.75	1,500.00	5,000.00	.00	.00	.00
960-36-83100-270-000	Special Services	774.15	5,000.00	.00	.00	.00	7,000.00	.00	.00	.00
960-36-83100-340-000	Operating Supplies	10,863.98	14,750.00	14,750.00	10,423.96	14,750.00	14,750.00	.00	.00	.00
960-36-83100-348-000	Gas. Diesel. Oil. Grease	1,162.81	1,435.00	1,435.00	1,266.84	1,435.00	1,500.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Sewer Mains Maintenance:		93,261.65	116,948.00	114,948.00	91,467.36	114,948.00	167,351.00	.00	.00	.00
Sewer Lift Station Maint										
960-36-83200-222-000	Electricity	1,349.39	1,400.00	1,400.00	1,047.93	1,400.00	1,400.00	.00	.00	.00
960-36-83200-250-000	Repair & Maint Serv-Equipment	1,444.05	1,500.00	1,500.00	9.94	1,500.00	1,500.00	.00	.00	.00
960-36-83200-340-000	Operating Supplies	.00	500.00	500.00	.00	500.00	500.00	.00	.00	.00
Total Sewer Lift Station Maint:		2,793.44	3,400.00	3,400.00	1,057.87	3,400.00	3,400.00	.00	.00	.00
Sewer Sludge Maint										
960-36-83300-250-000	Repair & Maint Serv-Equipment	4,427.10	12,000.00	11,500.00	4,856.74	11,500.00	2,000.00	.00	.00	.00
960-36-83300-260-000	Repair & Maint Serv-Buildings	319.48	1,000.00	1,000.00	550.86	1,000.00	1,000.00	.00	.00	.00
Total Sewer Sludge Maint:		4,746.58	13,000.00	12,500.00	5,407.60	12,500.00	3,000.00	.00	.00	.00
Sewer Plant Maint										
960-36-83400-250-000	Repair & Maint Serv-Equipment	5,892.88	5,500.00	9,700.00	9,549.07	9,700.00	6,500.00	.00	.00	.00
960-36-83400-260-000	Repair & Maint Serv-Buildings	3,679.56	4,000.00	2,300.00	2,188.75	2,300.00	3,475.00	.00	.00	.00
Total Sewer Plant Maint:		9,572.44	9,500.00	12,000.00	11,737.82	12,000.00	9,975.00	.00	.00	.00
Sewer Scada/Control Maint										
960-36-83410-250-000	Repair & Maint Serv-Equipment	.00	2,000.00	2,000.00	181.05	2,000.00	2,000.00	.00	.00	.00
Total Sewer Scada/Control Maint:		.00	2,000.00	2,000.00	181.05	2,000.00	2,000.00	.00	.00	.00
Sewer Billing and Collection										
960-36-84000-120-000	Wages	14,071.31	17,772.00	17,772.00	11,230.40	17,772.00	15,325.00	.00	.00	.00
960-36-84000-122-000	Overtime	184.98	450.00	450.00	83.34	450.00	268.00	.00	.00	.00
960-36-84000-128-000	Merit Pay	278.67	.00	.00	.00	.00	.00	.00	.00	.00
960-36-84000-129-000	Longevity	153.33	160.00	160.00	160.00	160.00	166.00	.00	.00	.00
960-36-84000-130-000	Social Security	1,006.13	1,406.00	1,406.00	809.63	1,406.00	1,206.00	.00	.00	.00
960-36-84000-131-000	Retirement	1,183.73	1,489.00	1,489.00	929.39	1,489.00	1,253.00	.00	.00	.00
960-36-84000-132-000	Health Insurance	5,465.01	5,809.00	5,809.00	4,928.00	5,809.00	5,594.00	.00	.00	.00
960-36-84000-133-000	Life Insurance	4.99	11.00	11.00	6.29	11.00	9.00	.00	.00	.00
960-36-84000-134-000	Income Continuation	.00	42.00	42.00	.00	42.00	28.00	.00	.00	.00
960-36-84000-136-000	Cafeteria Plan	24.00	35.00	35.00	19.31	35.00	50.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Sewer Billing and Collection:		22,372.15	27,174.00	27,174.00	18,166.36	27,174.00	23,899.00	.00	.00	.00
Sewer Meter Reading										
960-36-84200-120-000	Wages	2,120.06	2,216.00	2,216.00	1,893.91	2,216.00	2,540.00	.00	.00	.00
960-36-84200-122-000	Overtime	168.74	575.00	575.00	113.66	575.00	635.00	.00	.00	.00
960-36-84200-130-000	Social Security	163.00	214.00	214.00	144.91	214.00	243.00	.00	.00	.00
960-36-84200-131-000	Retirement	187.61	226.00	226.00	162.57	226.00	252.00	.00	.00	.00
960-36-84200-132-000	Health Insurance	619.96	952.00	952.00	463.09	952.00	927.00	.00	.00	.00
960-36-84200-133-000	Life Insurance	.00	2.00	2.00	.00	2.00	2.00	.00	.00	.00
960-36-84200-134-000	Income Continuation	.00	6.00	6.00	.00	6.00	6.00	.00	.00	.00
Total Sewer Meter Reading:		3,259.37	4,191.00	4,191.00	2,778.14	4,191.00	4,605.00	.00	.00	.00
Sewer Administration/General										
960-36-85000-110-000	Salaries	51,476.73	56,340.00	56,340.00	40,250.27	56,340.00	60,035.00	.00	.00	.00
960-36-85000-120-000	Wages	16,786.41	17,759.00	17,759.00	13,625.92	17,759.00	19,543.00	.00	.00	.00
960-36-85000-122-000	Overtime	409.92	656.00	656.00	254.47	656.00	705.00	.00	.00	.00
960-36-85000-128-000	Merit Pay	2,808.95	.00	.00	.00	.00	.00	.00	.00	.00
960-36-85000-129-000	Longevity	178.00	197.00	197.00	197.00	197.00	216.00	.00	.00	.00
960-36-85000-130-000	Social Security	4,907.33	5,734.00	5,734.00	3,950.69	5,734.00	6,158.00	.00	.00	.00
960-36-85000-131-000	Retirement	5,549.45	6,071.00	6,071.00	4,400.68	6,071.00	6,400.00	.00	.00	.00
960-36-85000-131-200	Retirement- GASB 68	25,582.00	.00	.00	.00	.00	.00	.00	.00	.00
960-36-85000-132-000	Health Insurance	15,054.56	16,864.00	16,864.00	13,440.13	16,864.00	16,341.00	.00	.00	.00
960-36-85000-133-000	Life Insurance	29.31	45.00	45.00	28.50	45.00	48.00	.00	.00	.00
960-36-85000-134-000	Income Continuation	.00	172.00	172.00	.00	172.00	145.00	.00	.00	.00
960-36-85000-136-000	Cafeteria Plan	38.60	55.00	55.00	17.56	55.00	50.00	.00	.00	.00
Total Sewer Administration/General:		122,821.26	103,893.00	103,893.00	76,165.22	103,893.00	109,641.00	.00	.00	.00
Sewer Office Expenses										
960-36-85100-220-000	Telephone	1,667.16	1,850.00	1,850.00	836.25	1,850.00	1,450.00	.00	.00	.00
960-36-85100-226-000	Stormwater	107.36	111.00	111.00	53.68	111.00	112.00	.00	.00	.00
960-36-85100-231-000	Digger's Hotline	805.34	900.00	900.00	790.40	900.00	960.00	.00	.00	.00
960-36-85100-250-000	Repair & Maint Serv-Equipment	18,419.50	15,450.00	15,450.00	12,329.75	15,450.00	14,750.00	.00	.00	.00
960-36-85100-260-000	Repair & Maint Serv-Buildings	2,247.56	2,650.00	2,650.00	1,898.61	2,650.00	2,700.00	.00	.00	.00
960-36-85100-310-000	Office Supplies	1,327.66	1,525.00	1,525.00	923.96	1,525.00	1,675.00	.00	.00	.00
960-36-85100-320-000	Publications, Training, Dues	1,774.46	2,300.00	2,300.00	1,218.46	2,300.00	2,320.00	.00	.00	.00
960-36-85100-330-000	Travel	1,639.95	2,000.00	2,000.00	1,278.12	2,000.00	2,200.00	.00	.00	.00

Period: 11/18

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Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
960-36-85100-343-000	Postage	3,455.72	4,350.00	4,350.00	2,953.77	4,350.00	3,730.00	.00	.00	.00
960-36-85100-392-000	Small Equipment Purchase	2,623.79	1,500.00	1,500.00	.00	1,500.00	.00	.00	.00	.00
960-36-85100-530-000	Rents and Leases	1,188.66	1,235.00	1,235.00	924.42	1,235.00	1,300.00	.00	.00	.00
Total Sewer Office Expenses:		35,257.16	33,871.00	33,871.00	23,207.42	33,871.00	31,197.00	.00	.00	.00
Sewer Outside Service Employed										
960-36-85200-215-000	Professional Services	12,814.25	7,500.00	7,500.00	8,727.75	7,500.00	8,000.00	.00	.00	.00
960-36-85200-270-000	Special Services	13,390.00	13,992.00	13,992.00	13,882.00	13,992.00	13,960.00	.00	.00	.00
Total Sewer Outside Service Employed:		26,204.25	21,492.00	21,492.00	22,609.75	21,492.00	21,960.00	.00	.00	.00
Sewer Insurance										
960-36-85300-510-000	Insurance	22,352.96	24,851.00	24,851.00	24,027.97	24,851.00	27,400.00	.00	.00	.00
Total Sewer Insurance:		22,352.96	24,851.00	24,851.00	24,027.97	24,851.00	27,400.00	.00	.00	.00
Sewer Misc General Expense										
960-36-85600-217-000	Testing & Lab Expense	52.78	300.00	300.00	.00	300.00	300.00	.00	.00	.00
960-36-85600-321-000	License & Fees	6,132.21	6,450.00	6,725.00	6,721.76	6,725.00	7,395.00	.00	.00	.00
960-36-85600-390-000	Other Supplies & Expense	15,177.69	17,165.00	16,890.00	4,675.60	16,890.00	16,715.00	.00	.00	.00
960-36-85600-580-000	Taxes	14,128.00	14,325.00	14,325.00	.00	14,325.00	15,000.00	.00	.00	.00
Total Sewer Misc General Expense:		35,490.68	38,240.00	38,240.00	11,397.36	38,240.00	39,410.00	.00	.00	.00
Sewer Rent										
960-36-85700-530-000	Rents and Leases	5,556.95	5,325.00	5,325.00	5,325.00	5,325.00	5,225.00	.00	.00	.00
Total Sewer Rent:		5,556.95	5,325.00	5,325.00	5,325.00	5,325.00	5,225.00	.00	.00	.00
Sewer - Contribution funding										
960-36-94000-900-000	Contribution to Equip Fund	.00	.00	.00	.00	.00	78,403.00	.00	.00	.00
Total Sewer - Contribution funding:		.00	.00	.00	.00	.00	78,403.00	.00	.00	.00
COST CATEGORY: 94100										
960-36-94100-900-000	Contribution to Debt Service	.00	.00	.00	.00	.00	357,357.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total COST CATEGORY: 94100:		.00	.00	.00	.00	.00	357,357.00	.00	.00	.00
COST CATEGORY: 94200										
960-36-94200-900-000	Contribution to Depr Fund	.00	.00	.00	.00	.00	10,000.00	.00	.00	.00
Total COST CATEGORY: 94200:		.00	.00	.00	.00	.00	10,000.00	.00	.00	.00
Capital Expenditures										
960-36-95000-810-000	Vehicle Purchase	.00	.00	.00	.00	.00	30,000.00	.00	.00	.00
960-36-95000-814-000	Equipment Purchase	.00	200,000.00	200,000.00	.00	200,000.00	128,000.00	.00	.00	.00
960-36-95000-815-000	Office Equipment	.00	3,375.00	3,375.00	3,300.00	3,375.00	.00	.00	.00	.00
960-36-95000-822-000	Building Improvements	.00	150,000.00	150,000.00	103,233.15	150,000.00	.00	.00	.00	.00
960-36-95000-860-000	Infrastructure	.00	.00	.00	.00	.00	51,000.00	.00	.00	.00
960-36-95000-899-000	Contra-Capital Expenditure	.00	.00	.00	106,533.15-	.00	.00	.00	.00	.00
Total Capital Expenditures:		.00	353,375.00	353,375.00	.00	353,375.00	209,000.00	.00	.00	.00
Sewer Revenue Total:		1,532,754.06	1,471,786.00	1,471,786.00	1,474,666.50	1,471,786.00	2,076,744.00	.00	.00	.00
Total Sewer:		2,815,302.26	2,832,832.00	2,832,832.00	2,202,575.64	2,832,832.00	4,153,488.00	.00	.00	.00
Utility Balance Sheet Dept.										
COST CATEGORY: 10107										
960-96-10107-130-000	Social Security	.00	.00	.00	1,579.55	.00	.00	.00	.00	.00
960-96-10107-131-000	Retirement	.00	.00	.00	1,702.64	.00	.00	.00	.00	.00
960-96-10107-132-000	Health Insurance	.00	.00	.00	4,665.62	.00	.00	.00	.00	.00
Total COST CATEGORY: 10107:		.00	.00	.00	7,947.81	.00	.00	.00	.00	.00
Utility Balance Sheet Dept. Revenue Total:		.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Utility Balance Sheet Dept.:		.00	.00	.00	7,947.81	.00	.00	.00	.00	.00
Sewer Utility Revenue Total:		1,532,754.06	1,471,786.00	1,471,786.00	1,474,666.50	1,471,786.00	2,076,744.00	.00	.00	.00
Sewer Utility Expenditure Total:		1,282,548.20	1,361,046.00	1,361,046.00	735,856.95	1,361,046.00	2,076,744.00	.00	.00	.00
Net Total Sewer Utility:		250,205.86	110,740.00	110,740.00	738,809.55	110,740.00	.00	.00	.00	.00
Net Grand Totals:		250,205.86	110,740.00	110,740.00	738,809.55	110,740.00	.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
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Report Criteria:

- Accounts to include: With balances or activity
- Budget note year end periods: Current year,Future year
- Include FUNDS: 960
- Print FUND Titles
- Page and Total by FUND
- Print DEPARTMENT Titles
- Total by DEPARTMENT
- Print DEPARTMENT Titles
- Total by DEPARTMENT
- Print COST CATEGORY Titles
- Total by COST CATEGORY
- All Segments Tested for Total Breaks

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Stormwater Utility										
Stormwater										
Sewer Depreciation										
950-36-40300-540-000	Depreciation	142,772.14	.00	.00	.00	.00	.00	.00	.00	.00
950-36-40300-541-000	Amortization	8,545.40	.00	.00	.00	.00	.00	.00	.00	.00
Total Sewer Depreciation:		151,317.54	.00	.00	.00	.00	.00	.00	.00	.00
950-36-40404-001	Utility Amortization Revenue	384.66	.00	.00	.00	.00	.00	.00	.00	.00
950-36-40419-001	Utility Interest on Investment	3,715.25	4,100.00	4,100.00	8,213.88	4,100.00	8,700.00	.00	.00	.00
950-36-40419-101	Utility - Investment Fees	376.91-	375.00-	375.00-	284.62-	375.00-	375.00-	.00	.00	.00
950-36-40421-101	Util Capital Paid by Municipal	21,485.00	.00	.00	.00	.00	.00	.00	.00	.00
950-36-40436-001	Sewer Appropriation of Surplus	.00	.00	.00	.00	.00	466,500.00	.00	.00	.00
950-36-40621-101	Sewer Flat Rate Genl Con-Res	199,094.56	199,175.00	199,175.00	150,448.70	199,175.00	198,950.00	.00	.00	.00
950-36-40621-201	Sewer Flat Rate Genl Con-Com	281,319.77	281,017.00	281,017.00	211,352.85	281,017.00	281,900.00	.00	.00	.00
950-36-40621-301	Sewer Flat Rate Genl Con-Ind	74,657.68	74,658.00	74,658.00	55,993.26	74,658.00	74,658.00	.00	.00	.00
950-36-40621-401	Sewer Flat Rate Genl-Public	94,982.26	94,948.00	94,948.00	72,294.49	94,948.00	94,900.00	.00	.00	.00
950-36-40631-001	Sewer Penalties	2,727.69	2,600.00	2,600.00	2,143.12	2,600.00	2,400.00	.00	.00	.00
950-36-40635-001	Sewer Other Operating Revenue	2,482.33	3,000.00	3,000.00	4,272.40	3,000.00	3,600.00	.00	.00	.00
Sewer Long Term Debt										
950-36-42700-610-121	Principal - 2012A	.00	.00	.00	.00	.00	65,000.00	.00	.00	.00
950-36-42700-610-141	Principal - 2014A	.00	.00	.00	.00	.00	60,000.00	.00	.00	.00
950-36-42700-610-161	Principal - 2016A	.00	.00	.00	.00	.00	40,000.00	.00	.00	.00
950-36-42700-620-000	Interest	17,419.91	13,673.00	13,673.00	.00	13,673.00	.00	.00	.00	.00
950-36-42700-620-121	Interest - 2012A	.00	.00	.00	3,250.00	.00	1,950.00	.00	.00	.00
950-36-42700-620-141	Interest - 2014A	.00	.00	.00	2,572.50	.00	1,912.50	.00	.00	.00
950-36-42700-620-161	Interest - 2016A	.00	.00	.00	7,850.00	.00	7,000.00	.00	.00	.00
950-36-42700-620-181	Interest - 2018A	.00	.00	.00	.00	.00	11,085.00	.00	.00	.00
950-36-42700-630-000	Issuance Costs	64.50	65.00	65.00	8,895.95	65.00	81.00	.00	.00	.00
Total Sewer Long Term Debt:		17,484.41	13,738.00	13,738.00	22,568.45	13,738.00	187,028.50	.00	.00	.00
Non-operating expense										
950-36-43500-740-000	Refunds/Losses	649.88	.00	.00	.00	.00	.00	.00	.00	.00
Total Non-operating expense:		649.88	.00	.00	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Sewer Street Cleaning										
950-36-81000-120-000	Wages	65,924.81	67,282.00	67,282.00	21,981.34	67,282.00	69,261.00	.00	.00	.00
950-36-81000-122-000	Overtime	345.08	897.00	897.00	350.58	897.00	957.00	.00	.00	.00
950-36-81000-130-000	Social Security	4,666.95	4,872.00	4,872.00	1,577.33	4,872.00	5,026.00	.00	.00	.00
950-36-81000-131-000	Retirement	5,433.33	5,523.00	5,523.00	1,808.82	5,523.00	5,582.00	.00	.00	.00
950-36-81000-132-000	Health Insurance	23,375.83	23,277.00	23,277.00	7,845.24	23,277.00	23,247.00	.00	.00	.00
950-36-81000-133-000	Life Insurance	7.28	36.00	36.00	.00	36.00	35.00	.00	.00	.00
950-36-81000-134-000	Income Continuation	.00	168.00	168.00	.00	168.00	130.00	.00	.00	.00
950-36-81000-250-000	Repair & Maint Serv-Equipment	.00	2,500.00	7,000.00	6,821.73	7,000.00	7,000.00	.00	.00	.00
950-36-81000-340-000	Operating Supplies	8,271.70	10,000.00	8,000.00	2,088.51	8,000.00	8,500.00	.00	.00	.00
950-36-81000-341-000	Tires	20.00	3,000.00	3,000.00	62.25	3,000.00	2,000.00	.00	.00	.00
950-36-81000-348-000	Gas. Diesel. Oil. Grease	11,706.04	10,000.00	10,000.00	5,675.36	10,000.00	10,000.00	.00	.00	.00
950-36-81000-350-000	Repair & Maint Materials	23,337.64	15,500.00	13,000.00	13,272.18	13,000.00	17,500.00	.00	.00	.00
Total Sewer Street Cleaning:		143,088.66	143,055.00	143,055.00	61,483.34	143,055.00	149,238.00	.00	.00	.00
Sewer Mains Maintenance										
950-36-83100-120-000	Wages	50,682.72	44,357.00	44,357.00	23,755.20	44,357.00	48,854.00	.00	.00	.00
950-36-83100-122-000	Overtime	492.49	1,076.00	1,076.00	10,990.52	1,076.00	957.00	.00	.00	.00
950-36-83100-130-000	Social Security	3,488.90	3,260.00	3,260.00	2,441.20	3,260.00	3,578.00	.00	.00	.00
950-36-83100-131-000	Retirement	4,196.05	3,680.00	3,680.00	2,781.55	3,680.00	3,960.00	.00	.00	.00
950-36-83100-132-000	Health Insurance	17,939.67	14,648.00	14,648.00	11,313.95	14,648.00	15,781.00	.00	.00	.00
950-36-83100-133-000	Life Insurance	4.54	17.00	17.00	.00	17.00	17.00	.00	.00	.00
950-36-83100-134-000	Income Continuation	.00	111.00	111.00	.00	111.00	92.00	.00	.00	.00
950-36-83100-236-000	Repair & Maint Serv -Mains	18,427.83	30,000.00	30,000.00	3,363.36	30,000.00	46,500.00	.00	.00	.00
950-36-83100-250-000	Repair & Maint Serv-Equipment	196.67	500.00	500.00	1,024.07	500.00	500.00	.00	.00	.00
950-36-83100-270-000	Special Services	.00	.00	.00	425.00	.00	.00	.00	.00	.00
950-36-83100-320-000	Publications, Training, Dues	210.00	250.00	250.00	.00	250.00	.00	.00	.00	.00
950-36-83100-340-000	Operating Supplies	1,363.09	2,500.00	2,500.00	1,009.58	2,500.00	2,000.00	.00	.00	.00
950-36-83100-348-000	Gas. Diesel. Oil. Grease	1,151.85	2,000.00	2,000.00	1,266.81	2,000.00	2,000.00	.00	.00	.00
950-36-83100-374-000	Gravel	.00	2,000.00	2,000.00	.00	2,000.00	2,000.00	.00	.00	.00
950-36-83100-410-000	Concrete & Clay Materials	6,121.11	12,500.00	12,500.00	2,677.37	12,500.00	10,000.00	.00	.00	.00
950-36-83100-421-000	Culverts	329.25	.00	.00	.00	.00	.00	.00	.00	.00
950-36-83100-422-000	Pipe	1,350.76	3,000.00	3,000.00	.00	3,000.00	3,000.00	.00	.00	.00
950-36-83100-423-000	Castings	5,811.99	15,000.00	15,000.00	8,322.75	15,000.00	10,000.00	.00	.00	.00
Total Sewer Mains Maintenance:		109,065.40	134,899.00	134,899.00	69,371.36	134,899.00	149,239.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Storm Detention Basins										
950-36-83600-120-000	Wages	670.00	1,406.00	1,406.00	.00	1,406.00	1,505.00	.00	.00	.00
950-36-83600-130-000	Social Security	51.23	101.00	101.00	.00	101.00	108.00	.00	.00	.00
950-36-83600-131-000	Retirement	.00	114.00	114.00	.00	114.00	120.00	.00	.00	.00
950-36-83600-132-000	Health Insurance	.00	528.00	528.00	.00	528.00	536.00	.00	.00	.00
950-36-83600-134-000	Income Continuation	.00	4.00	4.00	.00	4.00	3.00	.00	.00	.00
950-36-83600-270-000	Special Services	24.60	.00	.00	.00	.00	.00	.00	.00	.00
950-36-83600-374-000	Gravel	816.64	.00	.00	.00	.00	.00	.00	.00	.00
950-36-83600-377-000	Detentn Basin-Trees, Seed, Sod	1,912.15	1,000.00	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00
950-36-83600-530-000	Basin-Rents and Leases	650.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Storm Detention Basins:		4,124.62	3,153.00	3,153.00	.00	3,153.00	3,272.00	.00	.00	.00
Sewer Billing and Collection										
950-36-84000-120-000	Wages	14,232.11	16,527.00	16,527.00	11,233.28	16,527.00	15,224.00	.00	.00	.00
950-36-84000-128-000	Merit Pay	278.66	.00	.00	.00	.00	.00	.00	.00	.00
950-36-84000-129-000	Longevity	153.33	160.00	160.00	160.00	160.00	166.00	.00	.00	.00
950-36-84000-130-000	Social Security	1,002.20	1,203.00	1,203.00	804.89	1,203.00	1,103.00	.00	.00	.00
950-36-84000-131-000	Retirement	1,181.70	1,365.00	1,365.00	922.86	1,365.00	1,223.00	.00	.00	.00
950-36-84000-132-000	Health Insurance	5,597.31	6,921.00	6,921.00	4,823.54	6,921.00	5,901.00	.00	.00	.00
950-36-84000-133-000	Life Insurance	5.15	8.00	8.00	6.29	8.00	8.00	.00	.00	.00
950-36-84000-134-000	Income Continuation	.00	35.00	35.00	.00	35.00	29.00	.00	.00	.00
950-36-84000-136-000	Cafeteria Plan	20.04	.00	.00	.00	.00	.00	.00	.00	.00
950-36-84000-250-000	Repair & Maint Serv-Equipment	3,872.79	3,470.00	3,470.00	3,093.15	3,470.00	4,100.00	.00	.00	.00
950-36-84000-270-000	Special Services	10,640.00	11,132.00	11,132.00	11,132.00	11,132.00	11,100.00	.00	.00	.00
950-36-84000-310-000	Office Supplies	769.34	1,165.00	1,165.00	881.45	1,165.00	1,165.00	.00	.00	.00
950-36-84000-320-000	Publications. Training. Dues	.00	85.00	85.00	.00	85.00	155.00	.00	.00	.00
950-36-84000-343-000	Postage	4,677.17	6,075.00	6,075.00	3,922.79	6,075.00	5,050.00	.00	.00	.00
950-36-84000-530-000	Rents and Leases	7,911.87	8,086.00	8,086.00	7,277.29	8,086.00	7,925.00	.00	.00	.00
Total Sewer Billing and Collection:		50,341.67	56,232.00	56,232.00	44,257.54	56,232.00	53,149.00	.00	.00	.00
Sewer Administration/General										
950-36-85000-110-000	Salaries	25,994.91	22,960.00	22,960.00	22,218.81	22,960.00	23,889.00	.00	.00	.00
950-36-85000-120-000	Wages	2,389.02	18,467.00	18,467.00	3,396.97	18,467.00	19,551.00	.00	.00	.00
950-36-85000-122-000	Overtime	141.43	.00	.00	65.51	.00	.00	.00	.00	.00
950-36-85000-129-000	Longevity	28.00	27.00	27.00	32.00	27.00	36.00	.00	.00	.00
950-36-85000-130-000	Social Security	2,063.02	3,075.00	3,075.00	1,886.92	3,075.00	3,228.00	.00	.00	.00
950-36-85000-131-000	Retirement	2,197.46	3,358.00	3,358.00	2,082.68	3,358.00	3,456.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
950-36-85000-131-200	Retirement- GASB 68	17,414.00	.00	.00	.00	.00	.00	.00	.00	.00
950-36-85000-132-000	Health Insurance	4,042.13	6,452.00	6,452.00	5,793.23	6,452.00	6,557.00	.00	.00	.00
950-36-85000-133-000	Life Insurance	.63	15.00	15.00	.00	15.00	16.00	.00	.00	.00
950-36-85000-134-000	Income Continuation	.00	103.00	103.00	.00	103.00	81.00	.00	.00	.00
950-36-85000-136-000	Cafeteria Plan	28.26	.00	.00	34.45	.00	.00	.00	.00	.00
950-36-85000-215-000	Professional Services	6,241.40	85,000.00	85,000.00	.00	85,000.00	85,000.00	.00	.00	.00
950-36-85000-231-000	Digger's Hotline	805.33	900.00	900.00	790.40	900.00	960.00	.00	.00	.00
950-36-85000-320-000	Publications, Training, Dues	2,500.00	2,500.00	2,500.00	2,000.00	2,500.00	2,000.00	.00	.00	.00
950-36-85000-321-000	License & Fees	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00	.00	.00
950-36-85000-340-000	Operating Supplies	.00	250.00	250.00	.00	250.00	.00	.00	.00	.00
Total Sewer Administration/General:		65,345.59	144,607.00	144,607.00	39,800.97	144,607.00	146,274.00	.00	.00	.00
Sewer Outside Service										
950-36-85200-215-000	Professional Services	4,340.00	4,375.00	4,375.00	4,375.00	4,375.00	4,415.00	.00	.00	.00
Total Sewer Outside Service:		4,340.00	4,375.00	4,375.00	4,375.00	4,375.00	4,415.00	.00	.00	.00
Sewer Insurance										
950-36-85300-510-000	Insurance	7,703.79	8,824.00	8,824.00	8,525.32	8,824.00	10,297.00	.00	.00	.00
Total Sewer Insurance:		7,703.79	8,824.00	8,824.00	8,525.32	8,824.00	10,297.00	.00	.00	.00
Sewer - Contribution Funding										
950-36-94000-900-000	Contribution to Equip Fund	.00	.00	.00	.00	.00	45,000.00	.00	.00	.00
Total Sewer - Contribution Funding:		.00	.00	.00	.00	.00	45,000.00	.00	.00	.00
Capital Expenditures										
950-36-95000-814-000	Equipment Purchase	.00	200,000.00	200,000.00	.00	200,000.00	.00	.00	.00	.00
950-36-95000-815-000	Office Equipment	.00	3,375.00	3,375.00	3,300.00	3,375.00	.00	.00	.00	.00
950-36-95000-822-000	Building Improvements	.00	.00	.00	.00	.00	.00	.00	.00	.00
950-36-95000-860-000	Infrastructure	.00	385,060.00	385,060.00	.00	385,060.00	355,000.00	.00	.00	.00
950-36-95000-899-000	Contra-Capital Expenditure	.00	.00	.00	3,300.00	.00	.00	.00	.00	.00
Total Capital Expenditures:		.00	588,435.00	588,435.00	.00	588,435.00	355,000.00	.00	.00	.00
Stormwater Revenue Total:		680,472.29	659,123.00	659,123.00	504,434.08	659,123.00	1,131,233.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Stormwater:		1,233,933.85	1,756,441.00	1,756,441.00	754,816.06	1,756,441.00	2,234,145.50	.00	.00	.00
Stormwater Utility Revenue Total:		680,472.29	659,123.00	659,123.00	504,434.08	659,123.00	1,131,233.00	.00	.00	.00
Stormwater Utility Expenditure Total:		553,461.56	1,097,318.00	1,097,318.00	250,381.98	1,097,318.00	1,102,912.50	.00	.00	.00
Net Total Stormwater Utility:		127,010.73	438,195.00-	438,195.00-	254,052.10	438,195.00-	28,320.50	.00	.00	.00
Net Grand Totals:		127,010.73	438,195.00-	438,195.00-	254,052.10	438,195.00-	28,320.50	.00	.00	.00

Report Criteria:

- Accounts to include: With balances or activity
- Budget note year end periods: Current year,Future year
- Include FUNDS: 950
- Print FUND Titles
- Page and Total by FUND
- Print DEPARTMENT Titles
- Total by DEPARTMENT
- Print DEPARTMENT Titles
- Total by DEPARTMENT
- Print COST CATEGORY Titles
- Total by COST CATEGORY
- All Segments Tested for Total Breaks

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Water Utility										
Water										
Water Plant										
970-37-30100-120-000	WA Plant - Wages	.00	.00	.00	.00	.00	25,000.00	.00	.00	.00
970-37-30100-130-000	Social Security	.00	.00	.00	.00	.00	1,912.00	.00	.00	.00
970-37-30100-131-000	Retirement	.00	.00	.00	.00	.00	2,000.00	.00	.00	.00
970-37-30100-132-000	Health Insurance	.00	.00	.00	.00	.00	6,015.00	.00	.00	.00
Total Water Plant:		.00	.00	.00	.00	.00	34,927.00	.00	.00	.00
Water-New Services-Financed										
970-37-34500-120-000	New Water Services - Wages	.00	.00	.00	7,406.92	.00	.00	.00	.00	.00
970-37-34500-122-000	New Water Services - Overtime	.00	.00	.00	760.00	.00	.00	.00	.00	.00
970-37-34500-130-000	Social Security	284.50	.00	.00	591.44	.00	.00	.00	.00	.00
970-37-34500-131-000	Retirement	329.97	.00	.00	661.51	.00	.00	.00	.00	.00
970-37-34500-132-000	Health Insurance	1,298.09	.00	.00	1,730.59	.00	.00	.00	.00	.00
Total Water-New Services-Financed:		1,912.56	.00	.00	11,150.46	.00	.00	.00	.00	.00
Water-New Meters										
970-37-34600-120-000	New Water Meters-Wages	.00	.00	.00	271.69	.00	.00	.00	.00	.00
970-37-34600-130-000	Social Security	20.00	.00	.00	20.17	.00	.00	.00	.00	.00
970-37-34600-131-000	Retirement	22.39	.00	.00	22.00	.00	.00	.00	.00	.00
970-37-34600-132-000	Health Insurance	40.38	.00	.00	41.80	.00	.00	.00	.00	.00
Total Water-New Meters:		82.77	.00	.00	355.66	.00	.00	.00	.00	.00
Water-New Hydrants										
970-37-34800-120-000	New Hydrants - Wages	.00	.00	.00	4,403.28	.00	.00	.00	.00	.00
970-37-34800-122-000	New Hydrants - Overtime	.00	.00	.00	175.94	.00	.00	.00	.00	.00
970-37-34800-130-000	Social Security	102.17	.00	.00	332.14	.00	.00	.00	.00	.00
970-37-34800-131-000	Retirement	120.16	.00	.00	370.90	.00	.00	.00	.00	.00
970-37-34800-132-000	Health Insurance	415.00	.00	.00	947.07	.00	.00	.00	.00	.00
Total Water-New Hydrants:		637.33	.00	.00	6,229.33	.00	.00	.00	.00	.00
Water Depreciation-Financed										
970-37-40300-540-000	Depreciation	330,992.00	.00	.00	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
970-37-40300-540-900	Depreciation - Contra Sewer	.00	.00	.00	.00	.00	41,430.00-	.00	.00	.00
	Total Water Depreciation-Financed:	330,992.00	.00	.00	.00	.00	41,430.00-	.00	.00	.00
Water Depreciation-Contributed										
970-37-40310-540-000	Depreciation	80,168.00	.00	.00	.00	.00	.00	.00	.00	.00
	Total Water Depreciation-Contributed:	80,168.00	.00	.00	.00	.00	.00	.00	.00	.00
970-37-40415-001	Utility Merch. Jobbing & Contr	1,664.44	620.00	620.00	1,630.86	620.00	1,000.00	.00	.00	.00
970-37-40416-001	Util Merch.Job.Contr Exp-Contr	782.54-	.00	.00	68.63-	.00	.00	.00	.00	.00
970-37-40419-001	Utility Interest on Investment	10,456.25	7,000.00	7,000.00	11,191.87	7,000.00	9,550.00	.00	.00	.00
970-37-40419-101	Utility - Investment Fees	690.95-	.00	.00	521.77-	.00	550.00-	.00	.00	.00
970-37-40421-001	Ut Contrib in Aid of Construct	8,690.35	.00	.00	395.32	.00	.00	.00	.00	.00
970-37-40425-001	Utility Misc. Amortization	39,846.20	.00	.00	39,846.20	.00	.00	.00	.00	.00
970-37-40461-001	Water Metered General Custom	2,504.23	.00	.00	1,403.76	.00	2,200.00	.00	.00	.00
970-37-40461-101	Water Metered Sale-Residential	636,050.04	633,452.00	633,452.00	484,448.49	633,452.00	637,866.00	.00	.00	.00
970-37-40461-201	Water Metered Sales-Commerci	158,287.97	157,333.00	157,333.00	120,809.52	157,333.00	157,747.00	.00	.00	.00
970-37-40461-301	Water Metered Sales-Industrial	483,628.41	478,059.00	478,059.00	324,793.38	478,059.00	446,552.00	.00	.00	.00
970-37-40461-401	Water Metered-Public Authority	59,755.12	61,476.00	61,476.00	44,981.71	61,476.00	58,295.00	.00	.00	.00
970-37-40461-501	Water-Multifamily Residential	82,867.40	82,453.00	82,453.00	62,622.70	82,453.00	82,527.00	.00	.00	.00
970-37-40462-001	Water Private Fire Protection	38,729.05	38,640.00	38,640.00	29,678.57	38,640.00	39,799.00	.00	.00	.00
970-37-40463-001	Water Public Fire Protection	394,667.12	393,819.00	393,819.00	79,446.51	393,819.00	395,107.00	.00	.00	.00
970-37-40466-001	Water Sales for Resale(W.Bara)	3,923.16	3,567.00	3,567.00	2,675.04	3,567.00	3,567.00	.00	.00	.00
970-37-40470-001	Water Penalties	9,793.70	6,400.00	6,400.00	5,846.02	6,400.00	6,000.00	.00	.00	.00
970-37-40472-001	Water Rental of Property	65,535.79	68,300.00	68,300.00	64,193.09	68,300.00	71,188.00	.00	.00	.00
970-37-40474-001	Water Other Revenue	16,377.79	15,548.00	15,548.00	5,986.99	15,548.00	13,985.00	.00	.00	.00
Water Taxes										
970-37-40800-580-000	Taxes	1,744.63	3,180.00	3,180.00	1,961.72	3,180.00	2,653.00	.00	.00	.00
970-37-40800-580-100	Util-Tax to Muni	310,339.00	315,695.00	315,695.00	.00	315,695.00	319,990.00	.00	.00	.00
	Total Water Taxes:	312,083.63	318,875.00	318,875.00	1,961.72	318,875.00	322,643.00	.00	.00	.00
Water Int on Long Term Debt										
970-37-42700-610-000	Principal	.00	.00	.00	.00	.00	145,000.00	.00	.00	.00
970-37-42700-620-000	Interest	10,176.92	8,025.00	8,025.00	5,662.74	8,025.00	5,125.00	.00	.00	.00
	Total Water Int on Long Term Debt:	10,176.92	8,025.00	8,025.00	5,662.74	8,025.00	150,125.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
WA Amortized Debt Premium-Cr										
970-37-42900-541-000	Amortization	1,824.56-	.00	.00	.00	.00	.00	.00	.00	.00
Total WA Amortized Debt Premium-Cr:		1,824.56-	.00	.00	.00	.00	.00	.00	.00	.00
WA Source Supp-Oper Labor/Exp										
970-37-60100-120-000	Wages	6,725.11	6,929.00	6,929.00	5,091.15	6,929.00	6,998.00	.00	.00	.00
970-37-60100-122-000	Overtime	.00	243.00	243.00	.00	243.00	262.00	.00	.00	.00
970-37-60100-130-000	Social Security	465.56	549.00	549.00	364.59	549.00	555.00	.00	.00	.00
970-37-60100-131-000	Retirement	550.68	581.00	581.00	412.37	581.00	577.00	.00	.00	.00
970-37-60100-132-000	Health Insurance	1,751.82	1,750.00	1,750.00	1,416.54	1,750.00	1,590.00	.00	.00	.00
970-37-60100-133-000	Life Insurance	.45	1.00	1.00	.00	1.00	1.00	.00	.00	.00
970-37-60100-134-000	Income Continuation	.00	16.00	16.00	.00	16.00	13.00	.00	.00	.00
970-37-60100-240-000	Repair & Maint Service-Vehicle	470.89	.00	.00	.00	.00	525.00	.00	.00	.00
970-37-60100-348-000	Gas. Diesel. Oil. Grease	782.35	.00	.00	.00	.00	1,050.00	.00	.00	.00
Total WA Source Supp-Oper Labor/Exp:		10,746.86	10,069.00	10,069.00	7,284.65	10,069.00	11,571.00	.00	.00	.00
WA Source Supply-Oper Misc Exp										
970-37-60300-226-000	Stormwater	280.68	290.00	290.00	210.51	290.00	290.00	.00	.00	.00
970-37-60300-340-000	Operating Supplies	125.00	140.00	140.00	125.00	140.00	140.00	.00	.00	.00
Total WA Source Supply-Oper Misc Exp:		405.68	430.00	430.00	335.51	430.00	430.00	.00	.00	.00
Water Maint of Wells & Springs										
970-37-61400-120-000	Wages	9,616.40	11,228.00	11,228.00	5,751.70	11,228.00	8,273.00	.00	.00	.00
970-37-61400-122-000	Overtime	374.70	462.00	462.00	75.69	462.00	122.00	.00	.00	.00
970-37-61400-130-000	Social Security	686.22	894.00	894.00	413.32	894.00	642.00	.00	.00	.00
970-37-61400-131-000	Retirement	818.16	947.00	947.00	471.98	947.00	667.00	.00	.00	.00
970-37-61400-132-000	Health Insurance	2,989.75	2,852.00	2,852.00	1,792.37	2,852.00	1,839.00	.00	.00	.00
970-37-61400-133-000	Life Insurance	.42	2.00	2.00	.00	2.00	2.00	.00	.00	.00
970-37-61400-134-000	Income Continuation	.00	27.00	27.00	.00	27.00	15.00	.00	.00	.00
Total Water Maint of Wells & Springs:		14,485.65	16,412.00	16,412.00	8,505.06	16,412.00	11,560.00	.00	.00	.00
Water Pumping-Power/Fuel Purch										
970-37-62300-222-000	Electricity	155,389.14	153,825.00	153,825.00	122,925.87	153,825.00	156,935.00	.00	.00	.00
970-37-62300-223-000	Heat	442.93	1,200.00	1,200.00	510.79	1,200.00	1,200.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Water Pumping-Power/Fuel Purch:		155,832.07	155,025.00	155,025.00	123,436.66	155,025.00	158,135.00	.00	.00	.00
Water Pumping-Labor & Expenses										
970-37-62400-120-000	Wages	6,146.34	6,352.00	6,352.00	5,210.75	6,352.00	7,193.00	.00	.00	.00
970-37-62400-122-000	Overtime	4,623.84	4,335.00	4,335.00	2,459.43	4,335.00	3,704.00	.00	.00	.00
970-37-62400-130-000	Social Security	751.72	818.00	818.00	551.81	818.00	834.00	.00	.00	.00
970-37-62400-131-000	Retirement	881.92	866.00	866.00	621.23	866.00	866.00	.00	.00	.00
970-37-62400-132-000	Health Insurance	2,823.52	2,607.00	2,607.00	2,041.71	2,607.00	2,386.00	.00	.00	.00
970-37-62400-133-000	Life Insurance	.84	2.00	2.00	.00	2.00	2.00	.00	.00	.00
970-37-62400-134-000	Income Continuation	.00	25.00	25.00	.00	25.00	20.00	.00	.00	.00
970-37-62400-240-000	Repair & Maint Service-Vehicle	803.29	.00	.00	.00	.00	875.00	.00	.00	.00
970-37-62400-348-000	Gas. Diesel. Oil. Grease	1,334.61	.00	.00	.00	.00	1,800.00	.00	.00	.00
Total Water Pumping-Labor & Expenses:		17,366.08	15,005.00	15,005.00	10,884.93	15,005.00	17,680.00	.00	.00	.00
Water Pumping-Misc Expense										
970-37-62600-226-000	Stormwater	73.88	77.00	77.00	55.41	77.00	77.00	.00	.00	.00
970-37-62600-340-000	Operating Supplies	.00	250.00	250.00	.00	250.00	250.00	.00	.00	.00
Total Water Pumping-Misc Expense:		73.88	327.00	327.00	55.41	327.00	327.00	.00	.00	.00
WA Maint-Structures/Improvemts										
970-37-63100-120-000	Wages	8,736.79	10,888.00	10,888.00	5,134.70	10,888.00	7,144.00	.00	.00	.00
970-37-63100-122-000	Overtime	114.64	238.00	238.00	192.01	238.00	310.00	.00	.00	.00
970-37-63100-130-000	Social Security	620.85	851.00	851.00	378.10	851.00	570.00	.00	.00	.00
970-37-63100-131-000	Retirement	725.46	901.00	901.00	431.48	901.00	593.00	.00	.00	.00
970-37-63100-132-000	Health Insurance	1,440.36	2,715.00	2,715.00	1,547.33	2,715.00	1,632.00	.00	.00	.00
970-37-63100-133-000	Life Insurance	.53	2.00	2.00	.00	2.00	1.00	.00	.00	.00
970-37-63100-134-000	Income Continuation	.00	26.00	26.00	.00	26.00	13.00	.00	.00	.00
970-37-63100-260-000	Repair & Maint Serv-Buildings	2,329.84	2,500.00	2,500.00	1,851.43	2,500.00	2,500.00	.00	.00	.00
Total WA Maint-Structures/Improvemts:		13,968.47	18,121.00	18,121.00	9,535.05	18,121.00	12,763.00	.00	.00	.00
Water Maint Pumping Equipmt										
970-37-63300-120-000	Wages	7,139.73	6,917.00	6,917.00	11,978.42	6,917.00	14,164.00	.00	.00	.00
970-37-63300-122-000	Overtime	242.84	259.00	259.00	111.79	259.00	180.00	.00	.00	.00
970-37-63300-130-000	Social Security	507.51	549.00	549.00	867.73	549.00	1,097.00	.00	.00	.00
970-37-63300-131-000	Retirement	604.77	581.00	581.00	979.27	581.00	1,140.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
970-37-63300-132-000	Health Insurance	2,111.47	1,751.00	1,751.00	3,656.76	1,751.00	3,141.00	.00	.00	.00
970-37-63300-133-000	Life Insurance	.77	1.00	1.00	.00	1.00	3.00	.00	.00	.00
970-37-63300-134-000	Income Continuation	.00	17.00	17.00	.00	17.00	26.00	.00	.00	.00
970-37-63300-250-000	Repair & Maint Serv-Equipment	25,334.97	28,250.00	28,250.00	18,258.52	28,250.00	5,000.00	.00	.00	.00
970-37-63300-340-000	Operating Supplies	79.81	200.00	200.00	.00	200.00	200.00	.00	.00	.00
Total Water Maint Pumping Equipmt:		36,021.87	38,525.00	38,525.00	35,852.49	38,525.00	24,951.00	.00	.00	.00
Water Treatment-Chemicals										
970-37-64100-345-000	Chemicals	21,080.85	30,000.00	30,000.00	16,119.20	30,000.00	30,000.00	.00	.00	.00
Total Water Treatment-Chemicals:		21,080.85	30,000.00	30,000.00	16,119.20	30,000.00	30,000.00	.00	.00	.00
WA Treatment-Oper Labor & Exp										
970-37-64200-120-000	Wages	6,669.79	6,858.00	6,858.00	4,703.41	6,858.00	6,442.00	.00	.00	.00
970-37-64200-122-000	Overtime	6.53	194.00	194.00	79.56	194.00	129.00	.00	.00	.00
970-37-64200-130-000	Social Security	471.70	539.00	539.00	344.28	539.00	503.00	.00	.00	.00
970-37-64200-131-000	Retirement	547.07	571.00	571.00	387.53	571.00	522.00	.00	.00	.00
970-37-64200-132-000	Health Insurance	1,909.45	1,721.00	1,721.00	1,425.73	1,721.00	1,439.00	.00	.00	.00
970-37-64200-133-000	Life Insurance	1.23	1.00	1.00	.00	1.00	1.00	.00	.00	.00
970-37-64200-134-000	Income Continuation	.00	16.00	16.00	.00	16.00	12.00	.00	.00	.00
970-37-64200-217-000	Testing & Lab Expense	7,715.90	3,000.00	3,000.00	665.00	3,000.00	13,000.00	.00	.00	.00
970-37-64200-240-000	Repair & Maint Service-Vehicle	288.08	.00	.00	.00	.00	325.00	.00	.00	.00
970-37-64200-348-000	Gas. Diesel. Oil. Grease	478.62	.00	.00	.00	.00	650.00	.00	.00	.00
Total WA Treatment-Oper Labor & Exp:		18,088.37	12,900.00	12,900.00	7,605.51	12,900.00	23,023.00	.00	.00	.00
Water Treatment Oper Misc Exp										
970-37-64300-321-000	License & Fees	1,025.00	1,077.00	1,077.00	1,025.00	1,077.00	1,077.00	.00	.00	.00
970-37-64300-340-000	Operating Supplies	2,537.92	3,000.00	3,000.00	1,642.54	3,000.00	3,000.00	.00	.00	.00
970-37-64300-343-000	Postage	1,146.58	1,725.00	1,725.00	946.60	1,725.00	1,250.00	.00	.00	.00
Total Water Treatment Oper Misc Exp:		4,709.50	5,802.00	5,802.00	3,614.14	5,802.00	5,327.00	.00	.00	.00
Water Maint of Treatment Equip										
970-37-65200-120-000	Wages	3,314.58	4,787.00	4,787.00	2,348.67	4,787.00	3,702.00	.00	.00	.00
970-37-65200-122-000	Overtime	121.93	188.00	188.00	119.34	188.00	192.00	.00	.00	.00
970-37-65200-130-000	Social Security	241.14	381.00	381.00	173.75	381.00	298.00	.00	.00	.00
970-37-65200-131-000	Retirement	281.76	403.00	403.00	199.90	403.00	310.00	.00	.00	.00

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970-37-65200-132-000	Health Insurance	566.67	1,214.00	1,214.00	817.45	1,214.00	853.00	.00	.00	.00
970-37-65200-133-000	Life Insurance	.48	1.00	1.00	.00	1.00	1.00	.00	.00	.00
970-37-65200-134-000	Income Continuation	.00	11.00	11.00	.00	11.00	7.00	.00	.00	.00
970-37-65200-250-000	Repair & Maint Serv-Equipment	10,424.11	5,000.00	5,000.00	2,800.58	5,000.00	5,000.00	.00	.00	.00
Total Water Maint of Treatment Equip:		14,950.67	11,985.00	11,985.00	6,459.69	11,985.00	10,363.00	.00	.00	.00
WA Storage Facilities Expenses										
970-37-66100-120-000	Wages	3,608.51	4,818.00	4,818.00	4,420.70	4,818.00	6,410.00	.00	.00	.00
970-37-66100-122-000	Overtime	114.86	177.00	177.00	116.20	177.00	188.00	.00	.00	.00
970-37-66100-130-000	Social Security	252.91	382.00	382.00	323.16	382.00	505.00	.00	.00	.00
970-37-66100-131-000	Retirement	305.07	405.00	405.00	367.47	405.00	525.00	.00	.00	.00
970-37-66100-132-000	Health Insurance	901.72	1,219.00	1,219.00	1,304.00	1,219.00	1,445.00	.00	.00	.00
970-37-66100-133-000	Life Insurance	.40	1.00	1.00	.00	1.00	1.00	.00	.00	.00
970-37-66100-134-000	Income Continuation	.00	11.00	11.00	.00	11.00	12.00	.00	.00	.00
970-37-66100-240-000	Repair & Maint Service-Vehicle	326.86	.00	.00	.00	.00	350.00	.00	.00	.00
970-37-66100-280-000	Repair & Maint Serv-Facilities	.00	3,125.00	3,125.00	2,420.00	3,125.00	2,665.00	.00	.00	.00
970-37-66100-348-000	Gas. Diesel. Oil. Grease	655.41	.00	.00	113.55	.00	725.00	.00	.00	.00
Total WA Storage Facilities Expenses:		6,165.74	10,138.00	10,138.00	9,065.08	10,138.00	12,826.00	.00	.00	.00
Water Trans & Dist Expenses										
970-37-66200-120-000	Wages	77,369.46	77,913.00	77,913.00	59,883.20	77,913.00	78,375.00	.00	.00	.00
970-37-66200-122-000	Overtime	1,097.02	1,011.00	1,011.00	1,894.76	1,011.00	2,875.00	.00	.00	.00
970-37-66200-129-000	Longevity	500.00	640.00	640.00	440.00	640.00	740.00	.00	.00	.00
970-37-66200-130-000	Social Security	5,550.83	6,087.00	6,087.00	4,488.11	6,087.00	6,272.00	.00	.00	.00
970-37-66200-131-000	Retirement	6,274.11	6,445.00	6,445.00	4,919.61	6,445.00	6,518.00	.00	.00	.00
970-37-66200-132-000	Health Insurance	21,572.75	19,414.00	19,414.00	19,261.02	19,414.00	17,956.00	.00	.00	.00
970-37-66200-133-000	Life Insurance	35.55	16.00	16.00	43.23	16.00	16.00	.00	.00	.00
970-37-66200-134-000	Income Continuation	.00	183.00	183.00	.00	183.00	148.00	.00	.00	.00
970-37-66200-136-000	Cafeteria Plan	116.89	150.00	150.00	82.66	150.00	150.00	.00	.00	.00
970-37-66200-180-000	Uniform Allowance	750.00	750.00	750.00	750.00	750.00	750.00	.00	.00	.00
970-37-66200-190-000	Unemployment Compensation	.00	500.00	500.00	.00	500.00	500.00	.00	.00	.00
970-37-66200-240-000	Repair & Maint Service-Vehicle	426.58	7,250.00	7,250.00	3,356.26	7,250.00	475.00	.00	.00	.00
970-37-66200-348-000	Gas. Diesel. Oil. Grease	708.72	13,615.00	13,615.00	8,568.63	13,615.00	950.00	.00	.00	.00
970-37-66200-510-000	Insurance	510.60	684.00	634.00	505.66	634.00	757.00	.00	.00	.00
Total Water Trans & Dist Expenses:		114,912.51	134,658.00	134,608.00	104,193.14	134,608.00	116,482.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Water Meter Expense										
970-37-66300-120-000	Wages	11,420.49	15,870.00	15,870.00	7,694.75	15,870.00	12,660.00	.00	.00	.00
970-37-66300-122-000	Overtime	9.84	400.00	400.00	.00	400.00	216.00	.00	.00	.00
970-37-66300-130-000	Social Security	802.16	1,245.00	1,245.00	551.27	1,245.00	985.00	.00	.00	.00
970-37-66300-131-000	Retirement	936.01	1,318.00	1,318.00	623.24	1,318.00	1,024.00	.00	.00	.00
970-37-66300-132-000	Health Insurance	3,051.10	4,979.00	4,979.00	2,343.94	4,979.00	3,702.00	.00	.00	.00
970-37-66300-133-000	Life Insurance	2.72	5.00	5.00	.00	5.00	3.00	.00	.00	.00
970-37-66300-134-000	Income Continuation	.00	37.00	37.00	.00	37.00	23.00	.00	.00	.00
970-37-66300-217-000	Testing & Lab Expense	382.78	1,000.00	1,700.00	1,693.47	1,700.00	1,000.00	.00	.00	.00
970-37-66300-240-000	Repair & Maint Service-Vehicle	681.41	.00	.00	.00	.00	750.00	.00	.00	.00
970-37-66300-310-000	Office Supplies	.00	150.00	120.00	.00	120.00	100.00	.00	.00	.00
970-37-66300-340-000	Operating Supplies	197.22	600.00	600.00	229.84	600.00	600.00	.00	.00	.00
970-37-66300-343-000	Postage	42.21	100.00	130.00	128.15	130.00	110.00	.00	.00	.00
970-37-66300-348-000	Gas. Diesel. Oil. Grease	1,132.11	.00	.00	.00	.00	1,550.00	.00	.00	.00
Total Water Meter Expense:		18,658.05	25,704.00	26,404.00	13,264.66	26,404.00	22,723.00	.00	.00	.00
WA Customer Installations Exp										
970-37-66400-120-000	Wages	7,121.29	6,291.00	6,291.00	4,608.29	6,291.00	6,587.00	.00	.00	.00
970-37-66400-122-000	Overtime	918.23	1,352.00	1,352.00	290.35	1,352.00	469.00	.00	.00	.00
970-37-66400-130-000	Social Security	561.89	585.00	585.00	351.91	585.00	540.00	.00	.00	.00
970-37-66400-131-000	Retirement	658.42	619.00	619.00	396.75	619.00	561.00	.00	.00	.00
970-37-66400-132-000	Health Insurance	2,155.41	1,865.00	1,865.00	1,584.81	1,865.00	1,545.00	.00	.00	.00
970-37-66400-133-000	Life Insurance	.30	2.00	2.00	.00	2.00	1.00	.00	.00	.00
970-37-66400-134-000	Income Continuation	.00	18.00	18.00	.00	18.00	13.00	.00	.00	.00
970-37-66400-240-000	Repair & Maint Service-Vehicle	227.14	.00	.00	.00	.00	250.00	.00	.00	.00
970-37-66400-320-000	Publications. Training. Dues	1,350.00	1,350.00	1,350.00	.00	1,350.00	750.00	.00	.00	.00
970-37-66400-340-000	Operating Supplies	40.80	250.00	250.00	123.42	250.00	250.00	.00	.00	.00
970-37-66400-348-000	Gas. Diesel. Oil. Grease	377.37	.00	.00	.00	.00	525.00	.00	.00	.00
Total WA Customer Installations Exp:		13,410.85	12,332.00	12,332.00	7,355.53	12,332.00	11,491.00	.00	.00	.00
WA Trans & Dist-Misc Labor/Exp										
970-37-66500-120-000	Wages	11,233.64	11,968.00	11,968.00	13,868.49	11,968.00	19,394.00	.00	.00	.00
970-37-66500-122-000	Overtime	724.18	3,600.00	3,600.00	562.37	3,600.00	906.00	.00	.00	.00
970-37-66500-130-000	Social Security	795.62	1,191.00	1,191.00	1,005.79	1,191.00	1,553.00	.00	.00	.00
970-37-66500-131-000	Retirement	980.25	1,261.00	1,261.00	1,168.92	1,261.00	1,614.00	.00	.00	.00
970-37-66500-132-000	Health Insurance	3,523.25	3,798.00	3,798.00	4,530.33	3,798.00	4,446.00	.00	.00	.00
970-37-66500-133-000	Life Insurance	1.40	3.00	3.00	.00	3.00	4.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
970-37-66500-134-000	Income Continuation	.00	36.00	36.00	.00	36.00	37.00	.00	.00	.00
970-37-66500-220-000	Telephone	447.67	650.00	650.00	172.68	650.00	700.00	.00	.00	.00
970-37-66500-222-000	Electricity	4,422.38	4,500.00	4,500.00	3,218.84	4,500.00	4,325.00	.00	.00	.00
970-37-66500-223-000	Heat	3,548.28	4,000.00	4,000.00	3,170.50	4,000.00	4,500.00	.00	.00	.00
970-37-66500-226-000	Stormwater	393.92	406.00	406.00	295.44	406.00	406.00	.00	.00	.00
970-37-66500-231-000	Digger's Hotline	805.33	900.00	900.00	790.40	900.00	960.00	.00	.00	.00
970-37-66500-340-000	Operating Supplies	3,563.71	5,000.00	5,000.00	2,316.29	5,000.00	5,000.00	.00	.00	.00
970-37-66500-392-000	Small Equipment Purchase	470.00	5,000.00	5,000.00	3,613.83	5,000.00	1,500.00	.00	.00	.00
Total WA Trans & Dist-Misc Labor/Exp:		30,909.63	42,313.00	42,313.00	34,713.88	42,313.00	45,345.00	.00	.00	.00
Water T&D Maint Supervision										
970-37-67000-110-000	Salaries	733.20	1,158.00	1,158.00	1,555.26	1,158.00	2,267.00	.00	.00	.00
970-37-67000-130-000	Social Security	54.32	89.00	89.00	116.63	89.00	173.00	.00	.00	.00
970-37-67000-131-000	Retirement	59.99	94.00	94.00	125.94	94.00	180.00	.00	.00	.00
970-37-67000-132-000	Health Insurance	105.30	280.00	280.00	384.92	280.00	490.00	.00	.00	.00
970-37-67000-133-000	Life Insurance	.00	1.00	1.00	.00	1.00	1.00	.00	.00	.00
970-37-67000-134-000	Income Continuation	.00	3.00	3.00	.00	3.00	4.00	.00	.00	.00
Total Water T&D Maint Supervision:		952.81	1,625.00	1,625.00	2,182.75	1,625.00	3,115.00	.00	.00	.00
WA T&D Maint of Structures/Imp										
970-37-67100-120-000	Wages	1,722.62	1,620.00	1,620.00	529.89	1,620.00	1,350.00	.00	.00	.00
970-37-67100-122-000	Overtime	.00	155.00	155.00	.00	155.00	84.00	.00	.00	.00
970-37-67100-130-000	Social Security	118.28	136.00	136.00	36.39	136.00	110.00	.00	.00	.00
970-37-67100-131-000	Retirement	141.26	144.00	144.00	42.90	144.00	114.00	.00	.00	.00
970-37-67100-132-000	Health Insurance	535.59	433.00	433.00	174.42	433.00	314.00	.00	.00	.00
970-37-67100-133-000	Life Insurance	.01	1.00	1.00	.00	1.00	.00	.00	.00	.00
970-37-67100-134-000	Income Continuation	.00	4.00	4.00	.00	4.00	3.00	.00	.00	.00
970-37-67100-240-000	Repair & Maint Service-Vehicle	49.86	.00	.00	.00	.00	55.00	.00	.00	.00
970-37-67100-260-000	Repair & Maint Serv-Buildings	.00	750.00	750.00	56.32	750.00	500.00	.00	.00	.00
970-37-67100-348-000	Gas. Diesel. Oil. Grease	82.84	.00	.00	.00	.00	125.00	.00	.00	.00
Total WA T&D Maint of Structures/Imp:		2,650.46	3,243.00	3,243.00	839.92	3,243.00	2,655.00	.00	.00	.00
Wat Maint-Reservoir/Standpipe										
970-37-67200-120-000	Wages	6,737.39	7,153.00	7,153.00	5,266.07	7,153.00	7,695.00	.00	.00	.00
970-37-67200-122-000	Overtime	868.86	1,105.00	1,105.00	682.92	1,105.00	974.00	.00	.00	.00
970-37-67200-130-000	Social Security	532.01	632.00	632.00	428.18	632.00	663.00	.00	.00	.00

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Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
970-37-67200-131-000	Retirement	623.25	669.00	669.00	481.94	669.00	689.00	.00	.00	.00
970-37-67200-132-000	Health Insurance	1,832.37	2,015.00	2,015.00	1,568.35	2,015.00	1,899.00	.00	.00	.00
970-37-67200-133-000	Life Insurance	.30	2.00	2.00	.00	2.00	2.00	.00	.00	.00
970-37-67200-134-000	Income Continuation	.00	19.00	19.00	.00	19.00	16.00	.00	.00	.00
970-37-67200-239-000	Repair & Maint Serv-Towers	8,233.77	22,000.00	22,000.00	18,145.11	22,000.00	27,000.00	.00	.00	.00
970-37-67200-250-000	Repair & Maint Serv-Equipment	336.55	2,000.00	2,000.00	1,007.27	2,000.00	2,000.00	.00	.00	.00
Total Wat Maint-Reservoir/Standpipe:		19,164.50	35,595.00	35,595.00	27,579.84	35,595.00	40,938.00	.00	.00	.00
Water Maintenance of Mains										
970-37-67300-120-000	Wages	21,541.11	37,995.00	37,995.00	25,878.44	37,995.00	37,196.00	.00	.00	.00
970-37-67300-122-000	Overtime	3,946.71	5,408.00	5,408.00	5,670.01	5,408.00	9,112.00	.00	.00	.00
970-37-67300-130-000	Social Security	1,788.27	3,320.00	3,320.00	2,273.33	3,320.00	3,543.00	.00	.00	.00
970-37-67300-131-000	Retirement	2,088.96	3,516.00	3,516.00	2,555.43	3,516.00	3,681.00	.00	.00	.00
970-37-67300-132-000	Health Insurance	6,917.21	10,590.00	10,590.00	8,646.88	10,590.00	10,141.00	.00	.00	.00
970-37-67300-133-000	Life Insurance	2.90	9.00	9.00	.00	9.00	9.00	.00	.00	.00
970-37-67300-134-000	Income Continuation	.00	53.00	53.00	.00	53.00	83.00	.00	.00	.00
970-37-67300-236-000	Repair & Maint Serv -Mains	20,809.34	52,000.00	45,750.00	36,785.34	45,750.00	47,275.00	.00	.00	.00
970-37-67300-240-000	Repair & Maint Service-Vehicle	792.21	.00	.00	.00	.00	875.00	.00	.00	.00
970-37-67300-270-000	Special Services	1,968.75	3,000.00	3,000.00	1,100.00	3,000.00	3,000.00	.00	.00	.00
970-37-67300-340-000	Operating Supplies	12.34	400.00	650.00	578.77	650.00	650.00	.00	.00	.00
970-37-67300-348-000	Gas. Diesel. Oil. Grease	1,573.18	.00	.00	301.42	.00	2,250.00	.00	.00	.00
Total Water Maintenance of Mains:		61,440.98	116,291.00	110,291.00	83,789.62	110,291.00	117,815.00	.00	.00	.00
Water Maintenance of Services										
970-37-67500-120-000	Wages	24,612.27	21,626.00	21,626.00	21,182.67	21,626.00	28,663.00	.00	.00	.00
970-37-67500-122-000	Overtime	1,179.54	528.00	528.00	2,500.41	528.00	3,845.00	.00	.00	.00
970-37-67500-130-000	Social Security	1,823.66	1,695.00	1,695.00	1,708.30	1,695.00	2,487.00	.00	.00	.00
970-37-67500-131-000	Retirement	2,112.64	1,794.00	1,794.00	1,918.42	1,794.00	2,584.00	.00	.00	.00
970-37-67500-132-000	Health Insurance	6,212.40	5,406.00	5,406.00	6,013.39	5,406.00	7,119.00	.00	.00	.00
970-37-67500-133-000	Life Insurance	1.12	4.00	4.00	.00	4.00	7.00	.00	.00	.00
970-37-67500-134-000	Income Continuation	.00	51.00	51.00	.00	51.00	59.00	.00	.00	.00
970-37-67500-238-000	Repair & Maint Serv-Laterals	11,924.97	20,000.00	20,000.00	7,955.95	20,000.00	22,000.00	.00	.00	.00
970-37-67500-240-000	Repair & Maint Service-Vehicle	864.23	.00	.00	.00	.00	950.00	.00	.00	.00
970-37-67500-270-000	Special Services	1,033.75	2,000.00	2,000.00	500.00	2,000.00	2,300.00	.00	.00	.00
970-37-67500-340-000	Operating Supplies	330.29	425.00	425.00	322.27	425.00	500.00	.00	.00	.00
970-37-67500-348-000	Gas. Diesel. Oil. Grease	1,898.00	.00	.00	694.80	.00	2,775.00	.00	.00	.00
970-37-67500-392-000	Small Equipment Purchase	.00	1,500.00	1,500.00	1,339.95	1,500.00	600.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Total Water Maintenance of Services:		51,992.87	55,029.00	55,029.00	44,136.16	55,029.00	73,889.00	.00	.00	.00
Water Maintenance of Meters										
970-37-67600-120-000	Wages	12,248.54	13,488.00	13,488.00	10,391.08	13,488.00	13,532.00	.00	.00	.00
970-37-67600-122-000	Overtime	1,432.90	717.00	717.00	257.54	717.00	396.00	.00	.00	.00
970-37-67600-130-000	Social Security	964.66	1,087.00	1,087.00	773.84	1,087.00	1,065.00	.00	.00	.00
970-37-67600-131-000	Retirement	1,121.44	1,151.00	1,151.00	862.58	1,151.00	1,107.00	.00	.00	.00
970-37-67600-132-000	Health Insurance	3,574.56	3,466.00	3,466.00	2,604.83	3,466.00	3,050.00	.00	.00	.00
970-37-67600-133-000	Life Insurance	.30	3.00	3.00	.00	3.00	3.00	.00	.00	.00
970-37-67600-134-000	Income Continuation	.00	33.00	33.00	.00	33.00	25.00	.00	.00	.00
970-37-67600-240-000	Repair & Maint Service-Vehicle	.00	.00	.00	.00	.00	50.00	.00	.00	.00
970-37-67600-340-000	Operating Supplies	.00	50.00	50.00	.00	50.00	550.00	.00	.00	.00
970-37-67600-350-000	Repair & Maint Materials	546.29	1,250.00	550.00	38.83	550.00	.00	.00	.00	.00
Total Water Maintenance of Meters:		19,888.69	21,245.00	20,545.00	14,928.70	20,545.00	19,778.00	.00	.00	.00
Water Maintenance of Hydrants										
970-37-67700-120-000	Wages	14,505.46	20,505.00	20,505.00	9,668.43	20,505.00	16,131.00	.00	.00	.00
970-37-67700-122-000	Overtime	1,133.11	1,657.00	1,657.00	2,461.79	1,657.00	3,966.00	.00	.00	.00
970-37-67700-130-000	Social Security	1,092.72	1,695.00	1,695.00	870.26	1,695.00	1,537.00	.00	.00	.00
970-37-67700-131-000	Retirement	1,281.78	1,795.00	1,795.00	982.47	1,795.00	1,598.00	.00	.00	.00
970-37-67700-132-000	Health Insurance	3,508.12	5,408.00	5,408.00	3,139.08	5,408.00	4,401.00	.00	.00	.00
970-37-67700-133-000	Life Insurance	1.32	4.00	4.00	.00	4.00	4.00	.00	.00	.00
970-37-67700-134-000	Income Continuation	.00	51.00	51.00	.00	51.00	36.00	.00	.00	.00
970-37-67700-240-000	Repair & Maint Service-Vehicle	498.59	.00	.00	.00	.00	550.00	.00	.00	.00
970-37-67700-241-000	Repair & Maint Serv-Hydrants	22,206.71	16,000.00	16,000.00	4,648.65	16,000.00	17,250.00	.00	.00	.00
970-37-67700-340-000	Operating Supplies	897.78	1,400.00	1,400.00	624.32	1,400.00	1,400.00	.00	.00	.00
970-37-67700-348-000	Gas. Diesel. Oil. Grease	828.38	.00	.00	140.38	.00	1,200.00	.00	.00	.00
Total Water Maintenance of Hydrants:		45,953.97	48,515.00	48,515.00	22,535.38	48,515.00	48,073.00	.00	.00	.00
Water Maint of Other T&D Plant										
970-37-67800-250-000	Repair & Maint Serv-Equipment	2,499.03	2,500.00	8,500.00	8,267.06	8,500.00	6,500.00	.00	.00	.00
970-37-67800-260-000	Repair & Maint Serv-Buildings	294.76	600.00	600.00	296.40	600.00	750.00	.00	.00	.00
Total Water Maint of Other T&D Plant:		2,793.79	3,100.00	9,100.00	8,563.46	9,100.00	7,250.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Water Meter Reading Expenses										
970-37-90200-120-000	Wages	804.00	2,715.00	2,715.00	558.11	2,715.00	1,202.00	.00	.00	.00
970-37-90200-122-000	Overtime	.00	160.00	160.00	.00	160.00	86.00	.00	.00	.00
970-37-90200-130-000	Social Security	54.53	220.00	220.00	39.31	220.00	99.00	.00	.00	.00
970-37-90200-131-000	Retirement	65.76	233.00	233.00	45.19	233.00	102.00	.00	.00	.00
970-37-90200-132-000	Health Insurance	280.80	880.00	880.00	232.93	880.00	459.00	.00	.00	.00
970-37-90200-133-000	Life Insurance	.00	86.00	86.00	.00	86.00	.00	.00	.00	.00
970-37-90200-134-000	Income Continuation	.00	7.00	7.00	.00	7.00	2.00	.00	.00	.00
970-37-90200-240-000	Repair & Maint Service-Vehicle	60.94	.00	.00	.00	.00	75.00	.00	.00	.00
970-37-90200-340-000	Operating Supplies	12,413.50	6,488.00	6,488.00	6,487.50	6,488.00	6,682.00	.00	.00	.00
970-37-90200-346-000	Uniforms	570.86	2,000.00	2,000.00	619.56	2,000.00	2,075.00	.00	.00	.00
970-37-90200-348-000	Gas. Diesel. Oil. Grease	101.25	.00	.00	.00	.00	150.00	.00	.00	.00
Total Water Meter Reading Expenses:		14,351.64	12,789.00	12,789.00	7,982.60	12,789.00	10,932.00	.00	.00	.00
WA Customer Records/Collection										
970-37-90300-120-000	Wages	16,157.58	19,629.00	19,629.00	14,057.71	19,629.00	19,687.00	.00	.00	.00
970-37-90300-122-000	Overtime	373.30	527.00	527.00	289.89	527.00	551.00	.00	.00	.00
970-37-90300-128-000	Merit Pay	278.67	.00	.00	.00	.00	.00	.00	.00	.00
970-37-90300-129-000	Longevity	153.34	160.00	160.00	160.00	160.00	167.00	.00	.00	.00
970-37-90300-130-000	Social Security	1,181.96	1,554.00	1,554.00	1,024.31	1,554.00	1,561.00	.00	.00	.00
970-37-90300-131-000	Retirement	1,390.36	1,646.00	1,646.00	1,175.30	1,646.00	1,622.00	.00	.00	.00
970-37-90300-132-000	Health Insurance	6,565.92	7,395.00	7,395.00	5,429.08	7,395.00	7,264.00	.00	.00	.00
970-37-90300-133-000	Life Insurance	13.87	12.00	12.00	6.56	12.00	4.00	.00	.00	.00
970-37-90300-134-000	Income Continuation	.00	47.00	47.00	.00	47.00	37.00	.00	.00	.00
970-37-90300-136-000	Cafeteria Plan	23.89	30.00	30.00	19.25	30.00	40.00	.00	.00	.00
970-37-90300-240-000	Repair & Maint Service-Vehicle	49.86	.00	.00	.00	.00	55.00	.00	.00	.00
970-37-90300-270-000	Special Services	10,640.00	11,132.00	11,132.00	11,132.00	11,132.00	11,100.00	.00	.00	.00
970-37-90300-310-000	Office Supplies	875.35	1,125.00	1,125.00	643.58	1,125.00	1,200.00	.00	.00	.00
970-37-90300-343-000	Postage	3,455.75	4,350.00	4,350.00	2,953.79	4,350.00	3,700.00	.00	.00	.00
970-37-90300-348-000	Gas. Diesel. Oil. Grease	82.84	.00	.00	.00	.00	125.00	.00	.00	.00
Total WA Customer Records/Collection:		41,242.69	47,607.00	47,607.00	36,891.47	47,607.00	47,113.00	.00	.00	.00
Water Admin/General Salaries										
970-37-92000-110-000	Salaries	47,354.49	54,970.00	54,970.00	38,435.79	54,970.00	56,610.00	.00	.00	.00
970-37-92000-120-000	Wages	35,961.81	37,452.00	37,452.00	29,273.64	37,452.00	41,220.00	.00	.00	.00
970-37-92000-122-000	Overtime	502.95	875.00	875.00	290.55	875.00	950.00	.00	.00	.00
970-37-92000-128-000	Merit Pay	3,904.45	.00	.00	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
970-37-92000-129-000	Longevity	338.00	367.00	367.00	367.00	367.00	396.00	.00	.00	.00
970-37-92000-130-000	Social Security	6,326.08	7,165.00	7,165.00	4,914.73	7,165.00	7,587.00	.00	.00	.00
970-37-92000-131-000	Retirement	7,214.20	7,435.00	7,435.00	5,537.67	7,435.00	7,884.00	.00	.00	.00
970-37-92000-132-000	Health Insurance	20,755.34	22,305.00	22,305.00	17,891.89	22,305.00	21,422.00	.00	.00	.00
970-37-92000-133-000	Life Insurance	60.89	56.00	56.00	51.06	56.00	20.00	.00	.00	.00
970-37-92000-134-000	Income Continuation	.00	215.00	215.00	.00	215.00	179.00	.00	.00	.00
970-37-92000-136-000	Cafeteria Plan	44.37	50.00	50.00	46.46	50.00	80.00	.00	.00	.00
Total Water Admin/General Salaries:		122,462.58	130,890.00	130,890.00	96,808.79	130,890.00	136,348.00	.00	.00	.00
Water Office Supplies/Expenses										
970-37-92100-210-000	Publishing	.00	150.00	150.00	.00	150.00	150.00	.00	.00	.00
970-37-92100-220-000	Telephone	672.27	850.00	850.00	320.61	850.00	750.00	.00	.00	.00
970-37-92100-250-000	Repair & Maint Serv-Equipment	.00	500.00	500.00	.00	500.00	500.00	.00	.00	.00
970-37-92100-260-000	Repair & Maint Serv-Buildings	14,129.48	15,900.00	15,900.00	11,713.73	15,900.00	16,200.00	.00	.00	.00
970-37-92100-310-000	Office Supplies	231.94	475.00	475.00	273.39	475.00	425.00	.00	.00	.00
970-37-92100-320-000	Publications. Training. Dues	209.96	500.00	500.00	110.00	500.00	500.00	.00	.00	.00
970-37-92100-343-000	Postage	.00	25.00	25.00	.00	25.00	25.00	.00	.00	.00
970-37-92100-392-000	Small Equipment Purchase	2,744.75	500.00	500.00	.00	500.00	500.00	.00	.00	.00
Total Water Office Supplies/Expenses:		17,988.40	18,900.00	18,900.00	12,417.73	18,900.00	19,050.00	.00	.00	.00
Water Outside Service Employed										
970-37-92300-215-000	Professional Services	11,564.25	8,475.00	8,475.00	6,710.00	8,475.00	8,565.00	.00	.00	.00
Total Water Outside Service Employed:		11,564.25	8,475.00	8,475.00	6,710.00	8,475.00	8,565.00	.00	.00	.00
Water Property Insurance										
970-37-92400-510-000	Insurance	6,564.99	6,650.00	6,700.00	6,698.51	6,700.00	6,516.00	.00	.00	.00
Total Water Property Insurance:		6,564.99	6,650.00	6,700.00	6,698.51	6,700.00	6,516.00	.00	.00	.00
Water Injuries and Damages										
970-37-92500-217-000	Testing & Lab Expense	63.89	500.00	500.00	.00	500.00	500.00	.00	.00	.00
970-37-92500-390-000	Other Supplies & Expense	.00	350.00	350.00	.00	350.00	400.00	.00	.00	.00
970-37-92500-510-000	Insurance	13,042.92	15,454.00	15,454.00	15,083.08	15,454.00	19,317.00	.00	.00	.00
Total Water Injuries and Damages:		13,106.81	16,304.00	16,304.00	15,083.08	16,304.00	20,217.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
Wat Employee Pensions/Benefits										
970-37-92600-110-000	Salaries	733.20	1,853.00	1,853.00	259.21	1,853.00	1,682.00	.00	.00	.00
970-37-92600-120-000	Wages	7,905.23	9,393.00	9,393.00	3,185.90	9,393.00	7,902.00	.00	.00	.00
970-37-92600-122-000	Overtime	393.54	605.00	605.00	43.94	605.00	678.00	.00	.00	.00
970-37-92600-130-000	Social Security	622.45	907.00	907.00	246.48	907.00	785.00	.00	.00	.00
970-37-92600-131-000	Retirement	740.26	960.00	960.00	282.44	960.00	816.00	.00	.00	.00
970-37-92600-132-000	Health Insurance	2,904.44	2,892.00	2,892.00	1,136.91	2,892.00	2,709.00	.00	.00	.00
970-37-92600-133-000	Life Insurance	.65	5.00	5.00	.00	5.00	2.00	.00	.00	.00
970-37-92600-134-000	Income Continuation	.00	27.00	27.00	.00	27.00	18.00	.00	.00	.00
970-37-92600-320-000	Publications, Training, Dues	2,012.62	2,500.00	2,500.00	1,095.46	2,500.00	2,250.00	.00	.00	.00
970-37-92600-340-000	Operating Supplies	9,352.04	3,265.00	3,265.00	.00	3,265.00	.00	.00	.00	.00
Total Wat Employee Pensions/Benefits:		24,664.43	22,407.00	22,407.00	6,250.34	22,407.00	16,842.00	.00	.00	.00
Water Pension Expense-GASB 68										
970-37-92610-131-200	Retirement	31,750.00	.00	.00	.00	.00	.00	.00	.00	.00
Total Water Pension Expense-GASB 68:		31,750.00	.00	.00	.00	.00	.00	.00	.00	.00
Water Misc General Expenses										
970-37-93000-320-000	Publications, Training, Dues	2,209.80	2,400.00	2,400.00	2,284.80	2,400.00	2,475.00	.00	.00	.00
970-37-93000-330-000	Travel	1,235.08	1,650.00	1,650.00	965.20	1,650.00	1,500.00	.00	.00	.00
970-37-93000-340-000	Operating Supplies	120.00	400.00	400.00	146.50	400.00	400.00	.00	.00	.00
Total Water Misc General Expenses:		3,564.88	4,450.00	4,450.00	3,396.50	4,450.00	4,375.00	.00	.00	.00
Water Rents										
970-37-93100-530-000	Rents and Leases	33,341.66	31,950.00	31,950.00	31,950.00	31,950.00	31,350.00	.00	.00	.00
Total Water Rents:		33,341.66	31,950.00	31,950.00	31,950.00	31,950.00	31,350.00	.00	.00	.00
Water Maintenance Genl Plant										
970-37-93200-250-000	Repair & Maint Serv-Equipment	4,313.25	8,300.00	8,300.00	5,069.86	8,300.00	7,000.00	.00	.00	.00
970-37-93200-530-000	Rents and Leases	1,188.63	1,235.00	1,235.00	924.42	1,235.00	1,300.00	.00	.00	.00
Total Water Maintenance Genl Plant:		5,501.88	9,535.00	9,535.00	5,994.28	9,535.00	8,300.00	.00	.00	.00
Water Maintenance SCADA Plant										
970-37-93210-250-000	Repair & Maint Serv-Equipment	8,764.61	5,500.00	5,500.00	2,242.96	5,500.00	5,500.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
	Total Water Maintenance SCADA Plant:	8,764.61	5,500.00	5,500.00	2,242.96	5,500.00	5,500.00	.00	.00	.00
Water Capital Expenditures										
970-37-95000-814-000	Equipment Purchase	.00	4,650.00	4,650.00	4,615.00	4,650.00	163,800.00	.00	.00	.00
970-37-95000-815-000	Office Equipment Purchase	.00	3,375.00	3,375.00	3,300.00	3,375.00	.00	.00	.00	.00
970-37-95000-860-000	Infrastructure	.00	180,000.00	180,000.00	2,795.00	180,000.00	151,150.00	.00	.00	.00
970-37-95000-899-000	Contra-Capital Expenditure	.00	.00	.00	10,710.00-	.00	.00	.00	.00	.00
	Total Water Capital Expenditures:	.00	188,025.00	188,025.00	.00	188,025.00	314,950.00	.00	.00	.00
	Water Revenue Total:	2,011,303.53	1,946,667.00	1,946,667.00	1,279,359.63	1,946,667.00	1,924,833.00	.00	.00	.00
	Total Water:	3,777,025.80	3,601,438.00	3,601,438.00	2,139,982.22	3,601,438.00	3,849,666.00	.00	.00	.00
	Water Utility Revenue Total:	2,011,303.53	1,946,667.00	1,946,667.00	1,279,359.63	1,946,667.00	1,924,833.00	.00	.00	.00
	Water Utility Expenditure Total:	1,765,722.27	1,654,771.00	1,654,771.00	860,622.59	1,654,771.00	1,924,833.00	.00	.00	.00
	Net Total Water Utility:	245,581.26	291,896.00	291,896.00	418,737.04	291,896.00	.00	.00	.00	.00
	Net Grand Totals:	245,581.26	291,896.00	291,896.00	418,737.04	291,896.00	.00	.00	.00	.00

Account Number	Account Title	2017-17 Prior year Actual	2018-18 Original Budget	2018-18 Amended Budget	2018-18 Y-T-D Actual	2018-18 Estimated Actual	2019-19 Requested	2019-19 Admin Adjustments	2019-19 Recommended	2019-19 Adopted Budget
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Report Criteria:

- Accounts to include: With balances or activity
 - Budget note year end periods: Current year,Future year
 - Include FUNDS: 970
 - Print FUND Titles
 - Page and Total by FUND
 - Print DEPARTMENT Titles
 - Total by DEPARTMENT
 - Print DEPARTMENT Titles
 - Total by DEPARTMENT
 - Print COST CATEGORY Titles
 - Total by COST CATEGORY
 - All Segments Tested for Total Breaks
-

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, J. Bergin

Call Meeting to Order – Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of October 9, 2018. Motion carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Thurow to recommend to Council approval of the accounts payable for **\$903,093.43**. Motion carried unanimously.

- b) **3rd Quarter 2018 Budget Amendments** – The Committee reviewed the budget amendments. Moved by Sloan, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

Informational Items

- a) City Attorney’s report on insurance claims
 - o Nothing to report at this time

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:35pm.
Brenda Zeman, City Clerk

Members Present: S. Fay, L. Steffes, B. Stelling, M. Zolper, S. Byberg, T. Wickus, D. Ender

Members Absent: L. Stanek, N. Marklein Bacher

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:45PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Stelling and unanimously carried to approve the minutes of September 19, 2018.

Agenda: Moved by Stelling, seconded by Ender and unanimously carried to approve the agenda as published.

Reports of Officers and Committies

President

- Parking

Treasurer

- Ed distributed preliminary assessment roll.

Appearance

- Banners down, poles will have garland.

Business Development:

- Pop-up shops open. Good weekend. Class full for next season.

Promotions

- Billboards up by Nov. 1st

Old Business:

Branding committee update – On second round “Welcome to Real” discussed.

New Business:

1. Vouchers

Downtown Baraboo	\$	376.11
Lorraine Ortner-Blake		102.30
Gatehouse Gardens		680.00
Lacey Steffes		176.00
Rachel Rosenblum		450.00
GKJ Holdings LLC		750.00
Downtown Baraboo		157.99
Baraboo Burger Co.		60.00
Broadway Diner		527.50
Downtown Baraboo		<u>172.37</u>
TOTAL:	\$	3,452.27

Moved by Steffes, seconded by Wickus, and unanimously carried to approve the vouchers.

2. Bench Quotes and Thoughts – General discussion of options. Consider pulling the worst benches. Check on how many benches were pulled. Consider rotating worst benches through painting each year.

3. Trees in Downtown Baraboo – Matt from Parks & Recreation discussed Plastic \$300 vs. Cast Iron \$1000 Grates. Ron Bobeck has old metal grates, discussion of pros and cons. Get estimate cost for installation. \$225/ea. Ornamental or large options; 10 year life; conflicts with canopies.

Correspondence & Announcements:

Next Meeting: Wednesday, November 21, 2018 at 5:45pm, Committee Room #205.

Adjournment: Moved by Wickus, seconded by Zolper to adjourn at approximately 6:32 p.m.
Respectfully submitted, Ed Geick

Present: Alderpersons John Alt and John Ellington
Absent: Alderperson Michael Zolper
Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf and Finance Director, Cynthia Haggard

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of September 3, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

Review and recommendation to amend §12.03(7)(a)2 of the Baraboo Municipal Code to eliminate the license bond requirement for secondhand article and jewelry dealers.

Chief Schauf began with mentioning the recent change in the Code for Leads Online. Businesses began applying for licenses. We soon realized there was some confusion with our Code. Part of the confusion was requiring a surety bond for a second-hand dealer. A surety bond by State Statute is only required for pawn shops. The surety bond ensures the City is compensated for things if rules are not followed. We currently have something in place in lieu of the surety bond. We will be able to go after any business in the form of a citation. Our current Code also allows for punishment by issuing code violations and by taking away licenses.

Therefore, the recommendation is to take the surety bond language out of our Code for second-hand dealers and leave it in for pawn shops.

Motion to recommend to the Council to change the City Code by Ellington, seconded by Alt and unanimously carried.

Review and recommendation to allow the City Administrator to submit the Notification of General Schedules Adoption form to the Historical Society and, upon approval by the Historical Society, allow the City Attorney to submit to the Common Council an amendment to §1.60 of the Baraboo Municipal Code stating that the City has adopted the Schedule.

City Administrator Geick stated that this request stems back to earlier work Cheryl Giese and Emily Truman started in getting the City records sorted requiring some filings to be made with the Historical Society. There has been a change in the law for records. The recommendation today will take into consideration all the changes and allow the City Administrator to work with the City Clerk and City Attorney to submit records.

Motion by Ellington to recommend to the Council to change the City Code, seconded by Alt and unanimously carried.

Member comments

The next meeting will be December 10, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Ellington and unanimously carried. Meeting adjourned at 12:09PM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

Dear Mayor Palm, Patrick and Edward—

I hope you'll share this with Stephanie, too:

We've been processing the comments from the print evaluations of the League Annual Conference, and the remarks regarding the Baraboo tour are stellar:

*Awesome tour! Wish we had more time to spend there.
Enjoyable!
Great trip with amazing stuff happening
Great. Very informative. Great funding info.
The trip was awesome! I'll be back to see a show in the theater!
This was excellent and perfect timing for us because we're planning a historic district.*

Participants rated the Baraboo deep dive a 5 out of 5!

On behalf of the whole League staff, thank you all for your help and time and talents.

Warmly,

Lori

Lori Matthews
Executive Assistant
League of Wisconsin Municipalities
608-267-2380