



AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time: Tuesday, July 9, 2019 **6:15 P.M.**
Location: City Hall, Committee Room #205, 101 South Blvd. Baraboo
Members Noticed: Joel Petty, Scott Sloan, Dennis Thurow
Others Noticed: Department Heads (*agenda only*), E. Geick, B. Zeman, C. Haggard, M. Palm,
P. Wedekind, John Alt, Post at Library, & Media, Fire Chief Kevin Stieve

1. Call Meeting to Order

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve June 25, 2019 minutes.
- d. Approve agenda.

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

2. Action Items

- a. **Accounts Payable** –Review and recommendation to Common Council on paying **\$488,235.82 ***
- b. Review and recommendation to Common Council to approve revising the City’s Naming & Donation Policy. *
- c. Review and recommendation to Common Council to approve the Engineer Technician position, job description and setting a grade. *

3. Information Items

- City Attorney’s report on insurance claims
- Disclosure from Jordan LaMasney, Paid-per-Call Firefighter

4. Adjournment

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 07/03/2019

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Thurow, Sloan

Absent:

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

Call 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 June 11, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

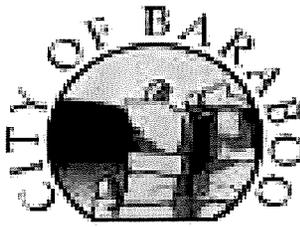
Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$219,854.23**. Motion carried unanimously.
- b) **Writing off Uncollectible Accounts** - The committee reviewed the list of uncollectible accounts indicating \$58.69 of personal property accounts, \$785.34 of accounts receivable, and \$704.68 of CDA accounts receivable. 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 Claim Denial – Dorothy Schuetz requested \$500 for damages to vehicle due to alleged pothole.
- b) Atty. Truman explained that the City is currently interested in obtaining RFP or RFQ for agenda and minutes management services. After a brief explanation of what these services could include, the committee agrees that Atty. Truman will move forward with this.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:14pm.
Brenda Zeman, City Clerk



City of Baraboo, Wisconsin
Finance Department
101 South Boulevard
Baraboo, WI 53913

July 11, 2019

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	\$ 105,982.96	July 3, 2019
Utility	\$ 36,156.86	June 28, 2019
ACH	\$ 871.97	June 28, 2019
Payroll Remittance Checks	\$ 345,224.03	June 28, 2019
Department Purchasing Cards	\$ -	
Total expenditures	\$ 488,235.82	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187836							
07/03/2019	187836	ALLIANT ENERGY	015803-0627	06/27/2019	PW-JUNE 2019 TRAFFIC LIGHT	100-31-53300-222-000	172.57
07/03/2019	187836	ALLIANT ENERGY	256545-0619	06/19/2019	PK-CITYVIEW ELECTRIC	100-52-55200-222-000	52.45
07/03/2019	187836	ALLIANT ENERGY	281633-0627	06/27/2019	PW-JUNE 2019 STREET LIGHTI	100-31-53420-222-000	8,912.99
07/03/2019	187836	ALLIANT ENERGY	294993-0614	06/14/2019	FD - BLDG ELECTRIC	100-21-51610-222-000	1,505.91
07/03/2019	187836	ALLIANT ENERGY	294993-0614	06/14/2019	FD - BLDG GAS	100-21-51610-223-000	132.68
07/03/2019	187836	ALLIANT ENERGY	908384-0627	06/27/2019	PW-JUNE 2019 STORAGE BLDG	100-31-51630-222-000	106.37
07/03/2019	187836	ALLIANT ENERGY	908384-0627	06/27/2019	PW-JUNE 2019 STORAGE BLDG	100-31-51630-223-000	20.66
Total 187836:							10,903.63
187837							
07/03/2019	187837	BADGER SPORTING GO	AAR007418-	06/18/2019	POOL-WHISTLES	100-53-55420-340-000	120.00
Total 187837:							120.00
187838							
07/03/2019	187838	BARABOO UTILITIES	510020-0630	06/30/2019	FD - WATER BILL	100-21-52200-221-000	62.19
Total 187838:							62.19
187839							
07/03/2019	187839	CANNON, PATRICK	2019-6B	07/01/2019	CDA-JUNE MANAGEMENT SER	100-67-56710-290-000	3,030.00
Total 187839:							3,030.00
187840							
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	MAYOR-2019-2020 PHONE SYS	100-10-51410-220-000	35.60
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	FIN-2019-2020 IPOSS PHONE S	100-11-51500-220-000	89.00
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	PD-2019-2020-IPOSS PHONE S	100-20-52110-220-000	694.17
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	FD-2019-2020 IPOSS PHONE SY	100-21-52200-220-000	106.80
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	BLDG INSP-2019-2020 IPOSS P	100-22-52400-220-000	35.60
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	PW-2019-2020 IPOSS PHONE S	100-31-53230-220-000	142.40
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	PK-2019-2020 IPOSS PHONE SY	100-52-55200-220-000	106.79
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	ATTY-2019-2020 PHONE SYS S	100-13-51300-220-000	35.60
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	PS/ADMIN-2019-2020 IPOSS PH	100-11-51640-220-000	35.60
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	ENG-2019-2020 IPOSS PHONE	100-30-53100-220-000	89.00
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	REC-2019-2020 IPOSS PHONE	100-53-55300-220-000	53.40
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	ADMIN-2019-2020 PHONE SYS	100-14-51400-220-000	53.40
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	CDA-2019-2020 IPOSS PHONE	100-00-15980-000	89.00
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	UTIL-2019-2020 IPOSS PHONE	100-00-15640-000	124.59
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	ASS-2019-2020 IPOSS PHONE S	100-11-51530-220-000	35.60
07/03/2019	187840	CCC Technologies, INC.	223716	06/11/2019	TREAS-2019-2020 IPOSS PHON	100-11-51520-220-000	53.40
Total 187840:							1,779.95
187841							
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	MAYOR-JUNE PHONE 2019	100-10-51410-220-000	14.99
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	FIN-JUNE PHONE 2019	100-11-51500-220-000	37.46
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	PD-JUNE PHONE 2019	100-20-52110-220-000	292.21
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	FD-JUNE PHONE 2019	100-21-52200-220-000	44.96
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	ENG-JUNE PHONE 2019	100-30-53100-220-000	37.46
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	PW-JUNE PHONE 2019	100-31-53230-220-000	59.94
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	PK-JUNE PHONE 2019	100-52-55200-220-000	44.95
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	ATTY-JUNE PHONE 2019	100-13-51300-220-000	14.99
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	PS/ADMIN-JUNE PHONE 2019	100-11-51640-220-000	108.32

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	INSP-JUNE PHONE 2019	100-22-52400-220-000	14.99
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	REC-JUNE PHONE 2019	100-53-55300-220-000	22.48
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	ADMIN-JUNE PHONE 2019	100-14-51400-220-000	22.47
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	FD-JUNE PHONE 2019	100-21-51610-220-000	10.55
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	CDA-JUNE PHONE 2019	100-00-15980-000	37.46
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	UTILITIES-JUNE PHONE 2019	100-00-15640-000	52.45
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	ASSESS-JUNE PHONE 2019	100-11-51530-220-000	14.99
07/03/2019	187841	CENTURYLINK	301217856-0	06/17/2019	TRE-JUNE PHONE 2019	100-11-51520-220-000	22.48
07/03/2019	187841	CENTURYLINK	301217859-0	06/17/2019	POOL-PHONE	100-53-55420-220-000	48.85
07/03/2019	187841	CENTURYLINK	301217859-0	06/17/2019	CC-PHONE	100-52-55130-220-000	67.77
07/03/2019	187841	CENTURYLINK	301217859-0	06/17/2019	ZOO-PHONE	100-52-55410-220-000	10.55
07/03/2019	187841	CENTURYLINK	301217859-0	06/17/2019	REC-PHONE	100-53-55300-220-000	21.82
07/03/2019	187841	CENTURYLINK	301217859-0	06/17/2019	PK-PHONE	100-52-55200-220-000	21.82
07/03/2019	187841	CENTURYLINK	301300963-0	06/17/2019	AIR-JUN 2019 PHONE	630-35-53510-220-000	60.12
Total 187841:							1,084.08
187842							
07/03/2019	187842	CHECKERED FLAG EMB	17150	06/17/2019	PD- UNIFORM HATS VOLTZ, US	100-20-52110-346-000	150.00
Total 187842:							150.00
187843							
07/03/2019	187843	CINTAS CORPORATION #	4024157895	06/18/2019	PW-MATS; UNIFORMS	100-31-53270-340-000	46.79
07/03/2019	187843	CINTAS CORPORATION #	4024632171	06/25/2019	PW-SHOP TOWELS; SCRAPER	100-31-53270-340-000	117.48
07/03/2019	187843	CINTAS CORPORATION #	4024632193	06/25/2019	CITY-MATS	100-11-51640-260-000	20.50
07/03/2019	187843	CINTAS CORPORATION #	4025006665	07/02/2019	CITY-MATS	100-11-51640-260-000	20.50
Total 187843:							205.27
187844							
07/03/2019	187844	CITY TREASURER - WAT	51-0010 06/3	06/30/2019	FD-2ND QTR WATER 2019	100-21-51610-221-000	142.35
07/03/2019	187844	CITY TREASURER - WAT	51-0010 06/3	06/30/2019	FD-2ND QTR STORMWATER 20	100-21-51610-226-000	211.73
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	CC-2ND QTR WATER 2019	100-52-55130-221-000	428.27
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	CC-2ND QTR STORMWATER 20	100-52-55130-226-000	421.00
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	PARKSLAND-2ND QTR STORM	100-52-55200-226-000	1,430.44
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	OSCHNER-2ND QTR STORMWA	100-52-55410-226-000	236.35
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	OSCHNER-2ND QTR WATER 20	100-52-55410-221-000	690.60
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	OSCHNER ZOO-2ND QTR WATE	100-52-55410-221-000	1,008.48
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	POOL-2ND QTR WATER 2019	100-53-55420-221-000	1,598.80
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	POOL-2ND QTR STORMWATER	100-53-55420-226-000	664.74
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	RIDGE ST-2ND QTR WATER 201	100-52-55200-221-000	138.19
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	MARY ROUNDTREE-2ND QTR	100-52-55200-221-000	479.29
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	MARY ROUNDTREE-2ND QTR S	100-52-55200-226-000	51.70
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	ZANTOW-2ND QTR WATER 201	100-52-55200-221-000	59.73
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	LANGER-2ND QTR WATER 2019	100-52-55200-221-000	42.24
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	MILL RACE-2ND QTR WATER 20	100-52-55200-221-000	55.79
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	MILL RACE-2ND QTR STORMW	100-52-55200-226-000	183.42
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	STEINHORST-2ND QTR STORM	100-52-55200-226-000	125.56
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	STEINHORST-2ND QTR WATER	100-52-55200-221-000	276.21
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	STEINHORST SOCCER-2ND QT	100-52-55200-221-000	151.45
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	ATTRIDGE-2ND QTR WATER 20	100-52-55200-221-000	30.02
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	PIERCE-2ND QTR WATER 2019	100-52-55200-221-000	345.14
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	PIERCE-2ND QTR STORMWATE	100-52-55200-226-000	777.99
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	PIERCE FIELD 4-2ND QTR WAT	100-52-55200-221-000	163.04
07/03/2019	187844	CITY TREASURER - WAT	51-0670 063	06/30/2019	PIERCE HOCKEY PAV-2ND QTR	100-52-55200-221-000	225.88

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
07/03/2019	187844	CITY TREASURER - WAT	64-0940 063	06/30/2019	PW-PRKING LOTS 2ND QTR ST	100-31-53450-226-000	494.14
07/03/2019	187844	CITY TREASURER - WAT	64-0940 063	06/30/2019	PW-ROUNDHOUSE CT 2ND QT	100-31-53270-226-000	1,543.67
07/03/2019	187844	CITY TREASURER - WAT	64-0940 063	06/30/2019	PW-ROUNDHOUSE CT 2ND QT	100-31-53270-221-000	622.34
07/03/2019	187844	CITY TREASURER - WAT	64-0940 063	06/30/2019	PW-BRIAR ST 2ND QTR WATER	100-31-51630-221-000	17.63
07/03/2019	187844	CITY TREASURER - WAT	64-0940 063	06/30/2019	PW-BRIAR ST 2ND QTR STORM	100-31-51630-226-000	2,145.64
07/03/2019	187844	CITY TREASURER - WAT	94-2125 063	06/30/2019	CITY HALL-2ND QTR SEWER A	100-11-51640-221-000	395.97
07/03/2019	187844	CITY TREASURER - WAT	94-2125 063	06/30/2019	CITY HALL-2ND QTR STORMWA	100-11-51640-226-000	369.30
07/03/2019	187844	CITY TREASURER - WAT	94-2125 063	06/30/2019	CITY LAND-2ND QTR STORMW	460-10-56800-226-000	12.31
07/03/2019	187844	CITY TREASURER - WAT	94-2125 063	06/30/2019	CITYTIF #8-2ND QTR STORMWA	380-10-56600-226-000	551.66
Total 187844:							16,091.07
187845							
07/03/2019	187845	CIVIC SYSTEMS LLC	CVC17893	06/25/2019	CITY-7/1/19 THRU 12/31/19 SEMI	100-11-51500-250-000	11,463.00
Total 187845:							11,463.00
187846							
07/03/2019	187846	CLANCY SYSTEMS	BW1905	06/20/2019	PD - CLANCY SUPPORT FEES 0	100-20-52110-270-000	709.84
Total 187846:							709.84
187847							
07/03/2019	187847	COMPLETE OFFICE OF	382250	06/24/2019	ATTY-TONER	100-13-51300-310-000	125.09
07/03/2019	187847	COMPLETE OFFICE OF	382250	06/24/2019	CLK-TONER	100-11-51500-311-000	403.09
07/03/2019	187847	COMPLETE OFFICE OF	382250	06/24/2019	CLK-PENS,POCKET FOLDERS	100-11-51420-310-000	21.25
07/03/2019	187847	COMPLETE OFFICE OF	382250	06/24/2019	CITY-COPY PAPER	100-11-51500-250-000	63.44
Total 187847:							612.87
187848							
07/03/2019	187848	COMPLIANCE SERVICES	35525	06/28/2019	PD- DRUG SCREEN JOHN STAT	100-20-52110-215-000	69.00
Total 187848:							69.00
187849							
07/03/2019	187849	D.L. GASSER CONSTRU	5000020793	06/18/2019	PW-11.960 HOT MIX	100-31-53300-371-000	600.99
Total 187849:							600.99
187850							
07/03/2019	187850	DELLS-MAID CLEANING	1249	06/26/2019	FD - CLEANING SERVICES	100-21-51610-260-000	350.00
Total 187850:							350.00
187851							
07/03/2019	187851	DON LARSON CHEVROL	176353	06/26/2019	FD - LIGHT BULB CHANGE	100-21-52200-240-000	53.86
Total 187851:							53.86
187852							
07/03/2019	187852	GALLS QUARTERMASTE	012933802	06/10/2019	PD- MEYER BADGE	100-20-52110-346-000	113.95
Total 187852:							113.95

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
187853							
07/03/2019	187853	GOVHR USA	1-07-19-182	07/02/2019	ADM-1/3 FEE-RECRUITMENT-CI	100-14-51400-215-000	4,667.00
Total 187853:							4,667.00
187854							
07/03/2019	187854	GUNTA LAW OFFICES S.	10039	06/06/2019	ATTY-PRE-LIT FISCHER	100-13-51300-215-000	195.00
Total 187854:							195.00
187855							
07/03/2019	187855	JEFFERSON FIRE & SAF	IN107074	06/21/2019	FD - FF GLOVES	100-21-52200-346-400	1,720.00
07/03/2019	187855	JEFFERSON FIRE & SAF	IN107083	06/21/2019	FD - HELMET CRESCENTS	100-21-52200-346-000	11.90
Total 187855:							1,731.90
187856							
07/03/2019	187856	JOHN DEERE FINANCIAL	14808-06251	06/25/2019	AIR-MCFARLANES INSTALL HY	630-35-53510-250-000	54.88
07/03/2019	187856	JOHN DEERE FINANCIAL	14808-06251	06/25/2019	AIR-JUNE 2019 REPAIRS & FUE	630-35-53510-348-000	466.34
07/03/2019	187856	JOHN DEERE FINANCIAL	27469-06201	06/20/2019	PK-JD TRACTOR ARM	100-52-55200-250-000	113.88
Total 187856:							635.10
187857							
07/03/2019	187857	KRIETE TRUCK CENTER-	102422U	06/26/2019	FD - BATTERIES FOR T-9 & T-8	100-21-52200-240-000	465.17
07/03/2019	187857	KRIETE TRUCK CENTER-	102423U	06/26/2019	PW-#81 REMN SHOE KIT	100-31-53635-350-000	192.82
Total 187857:							657.99
187858							
07/03/2019	187858	MINUTEMAN PRESS-BAR	41016	06/25/2019	PD- CARDS FOR SABOL & SHIM	100-20-52130-310-000	77.76
Total 187858:							77.76
187859							
07/03/2019	187859	MSA PROFESSIONAL SE	350820-19	06/17/2019	ENG-325 LYNN STREET PECFA	380-10-56600-270-000	1,278.45
07/03/2019	187859	MSA PROFESSIONAL SE	351120-2	06/21/2019	POOL-STUDY	430-53-55420-861-000	4,475.00
Total 187859:							5,753.45
187860							
07/03/2019	187860	NAPA AUTO PARTS	353066	06/17/2019	FD - T-9 FILTERS	100-21-52200-240-000	19.84
07/03/2019	187860	NAPA AUTO PARTS	353268	06/18/2019	PK-TRUCK BRAKE REPAIRS	100-52-55200-240-000	10.90
07/03/2019	187860	NAPA AUTO PARTS	353329	06/19/2019	FD - OIL FOR B-5 PUMP	100-21-52200-348-000	40.32
07/03/2019	187860	NAPA AUTO PARTS	354138	06/27/2019	FD - E-3 FILTER	100-21-52200-240-000	21.24
Total 187860:							92.30
187861							
07/03/2019	187861	NATIONAL ELEVATOR IN	0353501	06/11/2019	CC-ELEVATOR INSPECTION	100-52-55130-250-000	70.00
Total 187861:							70.00
187862							
07/03/2019	187862	OFFICE DEPOT INC	3294378780	06/14/2019	PD- LABELS, DVD, DVD ENVEL	100-20-52130-310-000	85.32
07/03/2019	187862	OFFICE DEPOT INC	3325233210	06/21/2019	PW-FELT PERMANEMENT KING	100-31-53230-310-000	14.22

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Total 187862:							99.54
187863							
07/03/2019	187863	POINTON HEATING & AIR	0007980000	06/03/2019	POOL-BOILER PILOT LIGHT/BU	100-53-55420-250-000	647.01
07/03/2019	187863	POINTON HEATING & AIR	0013107700	05/29/2019	FD-HEAT EXCHANGER REPLAC	100-21-51610-260-000	1,975.50
07/03/2019	187863	POINTON HEATING & AIR	0013109600	06/19/2019	PS/ADMIN-2ND FLR REHEAT C	100-11-51640-260-000	318.75
Total 187863:							2,941.26
187864							
07/03/2019	187864	QUILL CORPORATION	8147652	06/18/2019	CC-OFFICE SUPPLY	100-52-55130-310-000	62.47
Total 187864:							62.47
187865							
07/03/2019	187865	RICOH USA INC	5056904999	06/13/2019	CLK- COPIES JUNE 2019	100-11-51500-250-000	236.47
Total 187865:							236.47
187866							
07/03/2019	187866	RUNNING INC	21194	07/02/2019	TAXI- SHARED RIDE JUNE	230-11-53500-290-999	41,511.90
07/03/2019	187866	RUNNING INC	21194	07/02/2019	TAXI- SHARED RIDE JUNE	230-11-46399-000	25,441.50-
Total 187866:							16,070.40
187867							
07/03/2019	187867	SAUK COUNTY DEVELOP	082417163	04/18/2019	MAYOR-2019 SCDC AWARDS DI	100-10-51410-320-000	35.00
Total 187867:							35.00
187868							
07/03/2019	187868	SHERWIN-WILLIAMS CO	4309-5	06/12/2019	PW-CRABBY APPLE	100-31-53300-368-000	924.45
Total 187868:							924.45
187869							
07/03/2019	187869	SSM HEALTHCARE OF W	1219121003	06/17/2019	PD- WEPKING PRE EMPLOYME	100-20-52110-215-000	181.60
Total 187869:							181.60
187870							
07/03/2019	187870	SUNRISE PROPERTY CA	7955	06/16/2019	PD-MOWING- 314 4TH ST	100-31-53640-270-000	35.00
Total 187870:							35.00
187871							
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEES	100-00-15610-000	3.10
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEES	100-00-15640-000	11.06
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-11-51420-136-000	5.31
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-11-51500-136-000	5.31
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-14-51400-136-000	10.62
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-20-52110-136-000	26.55
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-31-53230-136-000	26.55
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-51-55110-136-000	21.24
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	100-52-55200-136-000	21.24

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07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEE	950-36-85000-136-000	1.77
07/03/2019	187871	TASC	IN1533799	06/17/2019	ADMINISTRATION FEES	100-20-52130-136-000	5.31
Total 187871:							138.06
187872							
07/03/2019	187872	TERRYTOWN PLUMBING	147941	06/25/2019	PK-LANGER PARK DRINKING F	100-52-55200-260-000	891.00
Total 187872:							891.00
187873							
07/03/2019	187873	VERIZON WIRELESS	9832748297	06/23/2019	PD- SQUAD MODEMS (12)	100-20-52110-270-000	440.11
07/03/2019	187873	VERIZON WIRELESS	9832748297	06/23/2019	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	425.70
Total 187873:							865.81
187874							
07/03/2019	187874	WALMART	7289-052219	05/22/2019	ZOO-EDUCATION SUPPLIES	100-52-55410-340-000	3.94
07/03/2019	187874	WALMART	7289-62219	06/22/2019	POOL-SUNSCREEN & POPSICL	100-53-55420-340-000	65.18
07/03/2019	187874	WALMART	7289-62219	06/22/2019	POOL-ICE & POPSICLES	100-53-55420-340-000	21.28
07/03/2019	187874	WALMART	7289-62219	06/22/2019	ZOO-ZOOKEEPER CAMP SUPP	100-53-55300-340-150	64.45
Total 187874:							154.85
187875							
07/03/2019	187875	WIEDENBECK INC.	904844	06/17/2019	PW-ASPHALT RAKES	100-31-53230-340-000	275.19
Total 187875:							275.19
187876							
07/03/2019	187876	WIS DEPT OF SAFETY -	505342	06/13/2019	FD - ELEVATOR PERMIT	100-21-51610-260-000	50.00
Total 187876:							50.00
187877							
07/03/2019	187877	ZUERCHER TECHNOLOG	PA0001677	03/29/2019	PD- ZUERCHER SOFTWARE 30	100-20-52130-814-000	17,399.40
Total 187877:							17,399.40
7002007							
07/03/2019	7002007	BAKER TILLY VIRCHOW	BT1434595	05/30/2019	AIR-DEC 2018 AUDIT	630-35-53510-215-000	1,754.00
Total 7002007:							1,754.00
7002008							
07/03/2019	7002008	CROELL REDI-MIX INC	355557	06/24/2019	PW-DIAMOND CLEAR CONCRE	100-31-53300-340-000	121.00
07/03/2019	7002008	CROELL REDI-MIX INC	356280	06/25/2019	PW-4000 PSI	950-36-83100-410-000	119.00
Total 7002008:							240.00
7002009							
07/03/2019	7002009	GLACIER VALLEY FORD I	93292	05/06/2019	PD- #40 REPLACE BATTERY	100-20-52110-240-000	152.13
07/03/2019	7002009	GLACIER VALLEY FORD I	94027	06/11/2019	PD- #54 MOUNT TIRES & OIL C	100-20-52110-240-000	84.98
07/03/2019	7002009	GLACIER VALLEY FORD I	94078	06/12/2019	PD- #46 OIL CHANGE & TIRE R	100-20-52110-240-000	40.23
07/03/2019	7002009	GLACIER VALLEY FORD I	94104	06/13/2019	PD- #40 OIL CHANGE & ROTATE	100-20-52110-240-000	46.61
07/03/2019	7002009	GLACIER VALLEY FORD I	94121	06/14/2019	PD- SQUAD 47 OIL CHANGE	100-20-52110-240-000	24.98

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07/03/2019	7002009	GLACIER VALLEY FORD I	94184	06/18/2019	PD- OIL CHANGE SQUAD 42	100-20-52110-240-000	24.98
Total 7002009:							373.91
7002010							
07/03/2019	7002010	GORDON FLESCH	IN12634018	06/15/2019	FD - COPIER SERVICE	100-21-52200-310-000	76.34
07/03/2019	7002010	GORDON FLESCH	IN12638400	06/19/2019	CLK-APRIL SHIPPING CHARGE	100-11-51500-250-000	5.75
07/03/2019	7002010	GORDON FLESCH	IN12639339	06/20/2019	CLK-4/16/19-4/15/2020-IR5050N-	100-11-51500-250-000	590.00
Total 7002010:							672.09
7002011							
07/03/2019	7002011	LAWSON PRODUCTS INC	9306786693	06/11/2019	PW - SAFETY, VEST & GLOVES	100-31-53230-319-000	74.13
07/03/2019	7002011	LAWSON PRODUCTS INC	9306786693	06/11/2019	PW - MACHINERY EQUIP, PART	100-31-53240-350-000	573.52
Total 7002011:							647.65
7002012							
07/03/2019	7002012	MENARDS - BARABOO	13321-31900	06/17/2019	ZOO-SUPPLIES	100-52-55410-340-000	23.44
07/03/2019	7002012	MENARDS - BARABOO	13417-31900	06/18/2019	PK-PIERCE IRRIGATION REPAI	100-52-55200-280-000	8.85
07/03/2019	7002012	MENARDS - BARABOO	13430-31900	06/18/2019	FD - MISC. SUPPLIES	100-21-52200-350-000	45.59
07/03/2019	7002012	MENARDS - BARABOO	13442-31900	06/18/2019	CC-CLOTHES DRYER	100-52-55130-392-000	397.00
07/03/2019	7002012	MENARDS - BARABOO	13469-31900	06/19/2019	PK-PIERCE PARK BREAKER	100-52-55200-350-000	18.99
07/03/2019	7002012	MENARDS - BARABOO	13500-31900	06/19/2019	ZOO-FENCE STAIN & BRUSHES	100-52-55410-350-000	89.83
07/03/2019	7002012	MENARDS - BARABOO	13569-31900	06/20/2019	CITY-FOIL TAPE,FLUSH MOUNT,	100-11-51640-350-000	17.66
07/03/2019	7002012	MENARDS - BARABOO	13621-31900	06/21/2019	PK-SHOP SUPPLIES	100-52-55200-340-000	53.25
Total 7002012:							654.61
Grand Totals:							105,982.96

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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16207						
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-222-000	17.72
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-8TH ST GRINDER PUMP	960-36-83200-222-000	19.70
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-MANCHESTER CONTROL	960-36-82100-222-000	7,880.01
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-MANCHESTER CONTROL	960-36-82710-222-000	591.41
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-POTTER ST LIFTSTATION	960-36-83200-222-000	32.62
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-HEADWORKS BLDG	960-36-82200-222-000	16.51
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-ST RD 33 LIFTSTATION	960-36-83200-222-000	71.19
06/28/2019	ALLIANT ENERGY	S608212JUN	06/13/2019	SEWER-WEST GARAGE	960-36-82100-222-000	16.51
06/28/2019	ALLIANT ENERGY	W082330JU	06/11/2019	WATER-WELL NO. 6-SAUK AVE	970-37-62300-222-000	2,975.44
06/28/2019	ALLIANT ENERGY	W082330JU	06/11/2019	WATER-WELL NO. 6-SAUK AVE	970-37-66500-223-000	20.59
06/28/2019	ALLIANT ENERGY	W163810JU	06/11/2019	WATER-EAST ST TOWER	970-37-66500-222-000	42.52
06/28/2019	ALLIANT ENERGY	W233450JU	06/11/2019	WA-BARNHART TOWER@COMM PKY	970-37-66500-222-000	28.87
06/28/2019	ALLIANT ENERGY	W379642JU	06/11/2019	WATER-WELL NO. 7-801 GALL RD	970-37-62300-222-000	2,697.70
06/28/2019	ALLIANT ENERGY	W379642JU	06/11/2019	WATER-WELL NO. 7-801 GALL RD	970-37-66500-223-000	16.06
06/28/2019	ALLIANT ENERGY	W406031JU	06/12/2019	WATER-WELL NO. 4-7TH ST	970-37-62300-222-000	2,008.77
06/28/2019	ALLIANT ENERGY	W406031JU	06/12/2019	WATER-WELL NO. 4-7TH ST	970-37-66500-223-000	18.94
06/28/2019	ALLIANT ENERGY	W430251JU	06/11/2019	WATER-WELL NO. 8-721 2ND AVE	970-37-62300-222-000	2,207.37
06/28/2019	ALLIANT ENERGY	W430251JU	06/11/2019	WATER-WELL NO. 8-721 2ND AVE	970-37-66500-223-000	15.65
06/28/2019	ALLIANT ENERGY	W647465JU	06/11/2019	WATER-MOORE ST TOWER	970-37-66500-222-000	47.69
06/28/2019	ALLIANT ENERGY	W681563JU	06/11/2019	WATER-MINE RD TOWER	970-37-66500-222-000	88.13
06/28/2019	ALLIANT ENERGY	W694255JU	06/13/2019	WATER-OAK ST HI-LIFT STATION	970-37-62300-222-000	302.10
06/28/2019	ALLIANT ENERGY	W694255JU	06/13/2019	WATER-OAK ST HI-LIFT STATION	970-37-66500-223-000	23.88
06/28/2019	ALLIANT ENERGY	W799954JU	06/11/2019	WATER-BIRCH ST TOWER-RADIO BLD	970-37-66500-222-000	76.07
06/28/2019	ALLIANT ENERGY	W921475JU	06/12/2019	WATER-COMM AVE BOOSTER STATI	970-37-62300-222-000	182.89
06/28/2019	ALLIANT ENERGY	W921475JU	06/12/2019	WATER-COMM AVE BOOSTER STATI	970-37-66500-223-000	40.91
06/28/2019	ALLIANT ENERGY	W97870JUN	06/13/2019	WATER-WELL NO. 2-722 HILL ST	970-37-62300-222-000	296.94
Total 16207:						19,736.19
16208						
06/28/2019	BADGER GRAPHIC SYSTEMS	U1765936	06/20/2019	UTIL-LASER AP CHECKS (1,000)	960-36-85100-310-000	187.11
06/28/2019	BADGER GRAPHIC SYSTEMS	U1765936	06/20/2019	UTIL-LASER AP CHECKS (1,000)	970-37-90300-310-000	187.11
Total 16208:						374.22
16209						
06/28/2019	BROWN, BENJAMIN	W6242019	06/24/2019	WA-CDL CLASS A EXAMS/LICENSES	970-37-92600-320-000	195.76
06/28/2019	BROWN, BENJAMIN	W6242019	06/24/2019	WA-MEALS-XCONNECT CLASS@PLO	970-37-92600-320-000	33.74
Total 16209:						229.50
16210						
06/28/2019	CARDMEMBER SERVICE	W06132019	06/13/2019	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	92.10
Total 16210:						92.10
16211						
06/28/2019	CENTURY SPRINGS	S4899159	06/11/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	37.00
Total 16211:						37.00
16212						
06/28/2019	CENTURYLINK	S301299619	06/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	40.23
06/28/2019	CENTURYLINK	S301299619	06/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
06/28/2019	CENTURYLINK	W301217861	06/17/2019	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.70

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06/28/2019	CENTURYLINK	W301217861	06/17/2019	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.71
Total 16212:						117.58
16213						
06/28/2019	CINTAS CORPORATION #015K	S402369278	06/11/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
06/28/2019	CINTAS CORPORATION #015K	S402463212	06/26/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
06/28/2019	CINTAS CORPORATION #015K	W402369279	06/11/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
06/28/2019	CINTAS CORPORATION #015K	W402463212	06/26/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
Total 16213:						41.22
16214						
06/28/2019	CITY OF BARABOO-STORMWA	STJUN2019	06/28/2019	STORMWATER-JUNE 2019 RECEIPTS	999-00-10005-000	810.85
06/28/2019	CITY OF BARABOO-STORMWA	STJUN2019	06/28/2019	STORMWATER-JUNE 2019 RECEIPTS	970-37-40419-001	.01
Total 16214:						810.86
16215						
06/28/2019	CORE & MAIN LP	W-K507392	06/10/2019	WATER-METER TESTER-GALLON	970-37-66500-392-000	2,563.67
Total 16215:						2,563.67
16216						
06/28/2019	CROELL REDI-MIX INC	W351288	06/12/2019	WA-CURB/WALK:SERVICE@608 VINE	970-96-10345-001	357.00
06/28/2019	CROELL REDI-MIX INC	W355556	06/24/2019	WA-STEPS:SERVICE@608 VINE ST	970-96-10345-001	148.75
Total 16216:						505.75
16217						
06/28/2019	FIRST SUPPLY LLC MADISON	W11660439	05/24/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	426.00
06/28/2019	FIRST SUPPLY LLC MADISON	W11667251	05/08/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	247.14
06/28/2019	FIRST SUPPLY LLC MADISON	W11667251	05/08/2019	WATER-MAIN GASKET-CUST 5004019	970-37-67300-236-000	.01
06/28/2019	FIRST SUPPLY LLC MADISON	W11681999	05/17/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	4,100.00
Total 16217:						4,773.15
16218						
06/28/2019	KLEIN, ROBERT	W6252019	06/25/2019	WA-CDL CLASS A EXAMS & DR LICEN	970-37-92600-320-000	195.83
Total 16218:						195.83
16219						
06/28/2019	LW ALLEN LLC	S108067	05/31/2019	SE-INFLUENT PUMP: POWER SUPPLY	960-36-83400-250-000	226.52
Total 16219:						226.52
16220						
06/28/2019	MAILBOXES PACK N SHIP LLC	S59592	06/04/2019	SEWER-MERCURY TEST SAMPLE	960-36-82700-217-000	34.87
Total 16220:						34.87
16221						
06/28/2019	MCVICKER, TRINA	W2016141	05/30/2019	WA-50% REIMBURSEMENT-PLUMBIN	970-37-67500-238-000	190.00

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Total 16221:						190.00
16222						
06/28/2019	MENARDS - BARABOO	S13390	06/18/2019	SE-CLEANERS/HOSE/SUPPLIES	960-36-85600-390-000	218.19
06/28/2019	MENARDS - BARABOO	S13509	06/19/2019	SE-CONCRETE: SANT SEWER LINES	960-36-83100-236-000	296.84
06/28/2019	MENARDS - BARABOO	W13092	06/14/2019	WA-SCREW EXTRACTOR/DRILL BIT S	970-37-66500-340-000	16.88
06/28/2019	MENARDS - BARABOO	W13405	06/18/2019	WATER-100' HD HOSE-ACCT 3190028	970-37-66500-340-000	59.98
06/28/2019	MENARDS - BARABOO	W13631	06/21/2019	WATER-32" LOPPERS-ACCT 31900285	970-37-66500-340-000	34.99
06/28/2019	MENARDS - BARABOO	W14005	06/26/2019	WATER-WELLS: 3/4" BALL VALVES	970-37-63300-250-000	21.96
06/28/2019	MENARDS - BARABOO	W14005	06/26/2019	WATER-HANDSOAP #31900285	970-37-92100-310-000	4.95
Total 16222:						653.79
16223						
06/28/2019	NAPA AUTO PARTS	W352963	06/14/2019	WA-DUMPTRK FITTINGS-ACCT 1095	970-37-66200-240-000	17.70
Total 16223:						17.70
16224						
06/28/2019	PETERSON, WADE D	U06/2019MI	06/28/2019	UTIL-JUNE 2019 MILEAGE	960-36-85100-330-000	113.97
06/28/2019	PETERSON, WADE D	U06/2019MI	06/28/2019	UTIL-JUNE 2019 MILEAGE	970-37-93000-330-000	113.97
Total 16224:						227.94
16225						
06/28/2019	SCHWARZ, BRYAN	W6142019	06/14/2019	WA-MEALS-XCONNECT CLASSES@P	970-37-92600-320-000	54.01
Total 16225:						54.01
16226						
06/28/2019	SIEGLER, DAVID	U4292019	06/14/2019	UTIL-OVERPAYMENT REFUND	999-00-10005-000	12.50
Total 16226:						12.50
16227						
06/28/2019	SPRECHER PLUMBING INC	W10911	06/17/2019	WA-REPLACE LEAD SERVICE@805 2	261-37-53700-238-000	3,000.00
06/28/2019	SPRECHER PLUMBING INC	W10911	06/17/2019	WA-REPLACE LEAD SERVICE@805 2	970-96-10145-001	3,000.00
06/28/2019	SPRECHER PLUMBING INC	W10911	06/17/2019	WA-REPLACE LEAD SERVICE@805 2	261-00-25640-000	3,000.00-
Total 16227:						3,000.00
16228						
06/28/2019	THE SHOE BOX	S74019	06/14/2019	SE-STEELTOE BOOTS-DORO	960-36-85600-390-000	120.60
06/28/2019	THE SHOE BOX	S74020	06/14/2019	SE-STEELTOE BOOTS-WEIRICH	960-36-85600-390-000	131.40
Total 16228:						252.00
16229						
06/28/2019	US CELLULAR	U314678042	06/10/2019	UTIL-JUNE SCADA SERVICE@WELLS	970-37-63300-250-000	110.34
06/28/2019	US CELLULAR	U314678042	06/10/2019	UTIL-JUNE SCADA SERVICE@TOWER	970-37-67200-250-000	110.34
06/28/2019	US CELLULAR	U314678042	06/10/2019	UTIL-JUNE SCADA SERVICE@BOOST	970-37-67800-250-000	55.18
Total 16229:						275.86

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16230						
06/28/2019	US POSTAL SERVICE	UBQTR#2-20	06/28/2019	UTIL-BILLING-QTR #2-2019	950-36-84000-343-000	734.30
06/28/2019	US POSTAL SERVICE	UBQTR#2-20	06/28/2019	UTIL-BILLING-QTR #2-2019	960-36-85100-343-000	500.15
06/28/2019	US POSTAL SERVICE	UBQTR#2-20	06/28/2019	UTIL-BILLING-QTR #2-2019	970-37-90300-343-000	500.15
Total 16230:						1,734.60
Grand Totals:						36,156.86

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1231							
06/28/2019	1231	PACE PAYMENT SYSTE	053119	05/31/2019	REC-MAY ONLINE PAYMENT P	100-53-55300-270-000	253.79
Total 1231:							253.79
1232							
06/28/2019	1232	PAYMENT SERVICE NET	194960	06/04/2019	TRE-MAY ONLINE PAYMENTS	100-11-51520-290-000	127.45
06/28/2019	1232	PAYMENT SERVICE NET	194960	06/04/2019	TRE-MAY PSN NSF FEES	970-37-40474-001	30.00
Total 1232:							157.45
1233							
06/28/2019	1233	WIS DEPT OF REVENUE	MAY19	06/13/2019	SALES & USE TAX - MAY 2019	100-00-24213-000	323.68
06/28/2019	1233	WIS DEPT OF REVENUE	MAY19	06/13/2019	SALES & USE TAX - MAY 2019	940-00-24213-000	137.05
Total 1233:							460.73
Grand Totals:							871.97

FINANCE COMMITTEE APPROVAL:

 (Chairman)

 (Date)

Check Register - Payroll Remittance Checks

June 2019

Check Date	Payee	Description	Amount
6/12/2019	32081	EFTPS	14,984.01
6/12/2019	32081	EFTPS	14,984.01
6/12/2019	32081	EFTPS	3,504.34
6/12/2019	32081	EFTPS	3,504.34
6/12/2019	32081	EFTPS	20,685.92
		EFTPS Total	57,662.62
6/26/2019	32278	EFTPS	15,888.51
6/26/2019	32278	EFTPS	15,888.51
6/26/2019	32278	EFTPS	3,715.90
6/26/2019	32278	EFTPS	3,715.90
6/26/2019	32278	EFTPS	21,350.44
		EFTPS Total	60,559.26
6/17/2019	31905	WI DEPT OF REVENUE	10,833.05
6/28/2019	32082	WI DEPT OF REVENUE	11,298.95
6/24/2019	32276	WI DEPT OF EMPLOYEE TRUST	136,663.12
6/28/2019	32277	WISCONSIN RETIREMENT	68,207.03

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

OFFICE OF THE CITY ATTORNEY
MEMORANDUM

To: Finance/Personnel Committee
Ed Geick, City Administrator

From: Emily Truman, Baraboo City Attorney

RE: Amending the City's Public Memorial or Facility naming and Advertising Policy

Date: July 3, 2019

On February 23, 2019, the Council adopted the City's Public Memorial or Facility naming and Advertising Policy. Part of this Policy is a provision prohibiting the naming of a public facility after a living person. Ald. John Ellington has requested the review of this section of the Policy to see if there were any legal prohibitions against amending this section. After conducting a legal review, I have found no legal reason why the Policy should not be changed to allow for the naming of a public facility after a living person, although the City will want to retain the right to place conditions on said naming. These conditions will want to be considered by the City on a case-by-case basis.

The City of Baraboo, Wisconsin

Background. On February 23, 2016 the Common Council approved the City's Public Memorial or Facility Naming and Advertising Policy. As part of the Policy, the naming of public facilities after a living person was prohibited.

A request has been made to reconsider this portion of the Policy. A review by the City Attorney found no legal concerns with changing the Policy to allow the naming of a public facility after a living person, although the City will want to retain the right to place conditions and restrictions on said naming as the City deems appropriate.

Budgeting Note: [] *Not Required* [] *Budgeted Expenditure* [] *Not Budgeted*
Comments:

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

That Section 1.10 of the City's Public Memorial or Facility Naming and Advertising Policy is hereby amended as follows:

- 1.10 If a person, family or organization makes a significant donation (i.e. cash, property, equipment, etc.) to the City, their wishes to have the donation recognized by naming the donation or the purpose the donation was used for (i.e. property or equipment) their wishes shall be considered favorably, although the final decision shall remain in the sole discretion of the City and the City shall be allowed to place any lawful condition or restriction on the naming as it deems appropriate, except in no case shall the property be named for a living person.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____
Attest: _____

City of Baraboo
PUBLIC MEMORIAL OR FACILITY NAMING AND ADVERTISING POLICY¹

PURPOSE.

The purpose of this Policy is to define the process and criteria by which the City of Baraboo shall name public memorials and/or facilities. This Policy will also cover banners, scoreboards and bleacher wraps whether used for honorariums or advertising.

OBJECTIVES.

The success and vitality of the City depends on the contribution and support from citizens, volunteers, financial donors, community leaders and officials. The City welcomes the opportunity to honor those who have demonstrated outstanding service and enhanced the community of Baraboo.

The number of facilities owned by the City is finite. As a result, a fair and impartial policy is necessary to assure that naming a facility based on an individual, group or corporation is reserved for those most deserving and appropriate, and to recognize substantial gifts. In regard to the Baraboo Public Library, §43.58, Wis. Stat. should be followed, but it is the express intent of the City Council for this Policy to be uniformly followed by all City boards, committees and commissions.

This Policy will provide criteria for citizen input in to the process of naming facilities, public memorials and how advertising will be handled on public property of the City. Names submitted for consideration should provide some form of individual identity in relation to the following:

1. The geographic location of the facility. This includes descriptive names.
2. The outstanding feature of the facility.
3. An adjoining subdivision, street, school, or natural feature.
4. To honor a person or group:
 - 4.1. When a major donation has been made to the City for a land or facility wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for public purposes, the City Council shall have the prerogative of accepting or rejecting such an offer.
 - 4.2. An organization, business, or group for whom land or facility is to be named should meet the following criteria:
 - 4.2.1. It should not be political or religious in nature unless it has had a unique and important place in the area's history.
 - 4.2.2. It should be a local organization, business, or group, unless if a nonlocal group, it has performed some outstanding service for the area.
5. The City Council shall be the final authority for naming public property or facilities.

POLICY.

In considering the naming of a public facility, the City Council shall adhere to the following Policy:

1. Naming Facilities such as Streets, Buildings, Parks and Playgrounds.
 - 1.1. A facility may be named if the City receives a gift that represents approximately 1/3 or more of the capital cost of a new or renovated facility. The City Council shall determine what qualifies as an acceptable gift.

¹ Approved by Resolution 15-114 on Feb 23, 2016.

- 1.2. The name of an individual may be considered only if it is determined that it is in the public interest to honor the individual or the individual's family for historical or commemorative reasons.
- 1.3. The name of an individual shall not be given consideration unless the individual portrays a positive image and is or was associated with or made a significant contribution to the public building or facility being named or renamed or to the area in which the building, facility or street is located.
- 1.4. Names of individuals who have made contributions in the arts, entertainment and business shall be considered along with names of individuals known for outstanding careers of public service.
- 1.5. Names of individuals who have made significant contributions to the City of Baraboo shall be preferred over names of national figures.
- 1.6. In the naming of parks, health centers, libraries, fire and police stations and other facilities with specific missions or functions, preference shall be given to names of individuals who have made significant contributions in occupations related to those facilities.
- 1.7. In and of themselves, contributions of land or money for public facilities shall not be considered ample justification for naming or renaming facilities after individuals.
- 1.8. An individual's epithet, nickname or title may be used if it would provide a more appropriate, interesting or enduring name.
- 1.9. Full names shall not be considered unless use of an individual's last name only would render the building, facility or street unidentifiable or create confusion with other such buildings, facilities or streets.
- 1.10. If a person, family or organization makes a significant donation (i.e. cash, property, equipment, etc.) to the City, their wishes to have the donation recognized by naming the donation or the purpose the donation was used for (i.e. property or equipment) their wishes shall be considered favorably, although the final decision shall remain in the sole discretion of the City and the City shall be allowed to place any lawful condition or restriction on the naming as it deems appropriate, ~~except in no case shall the property be named for a living person.~~²
- 1.11. No public street or other public property that memorializes (is named for) a person shall be renamed unless it is found that the individual's personal character is or was such that continued use of the name would not be in the best interest of the community. Only streets or public property that have generic or geographical names may be renamed.

2. Naming a Park

- 2.1. Naming a Park - A temporary name will be designated by the City staff for identification during acquisition and/or development of the park area or facility.
- 2.2. Working in cooperation with the Parks and Recreation Department, individuals, groups or organizations interested in proposing a name for a new, un-named park area or facility must do so in writing. This proposal shall be presented to the Parks and Recreation Director for consideration by the Parks Commission.
- 2.3. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information of an individual being recommended for a name and a narrative explaining the justification for the naming of the facility.
- 2.4. The Park Commission receives the request for naming and provides a recommendation of a proposed name for a facility to the City Council.
- 2.5. The proposal and recommendation for naming a facility will be posted in the local newspaper and comments from the public are requested within 30 days of the Park Commission recommendation.

² Section amended by Resolution XX-XXX on XXXX, 2019.

- 2.6. Following the conclusion of the 30 day period for public comment, the recommendation and any public comments will be forwarded to the City Council for action.
- 2.7. This policy will allow naming of park contests to be held through various means that have prior approval of the Park Commission and City Council.

3. Renaming a Park

- 3.1. A park named for an individual may be changed if:
 - 3.1.1. because of a major donation that is deemed by the City Council to benefit the community for public purposes, or
 - 3.1.2. it is found that the individual's personal character is or was such that continued use of the name for a park would not be in the best interest of the community.
- 3.2. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffective or inappropriate or a substantial monetary or other contribution warrants consideration of honoring with a name.
- 3.3. The new name must follow the criteria allowed herein and must receive a recommendation from the Park Commission to the City Council.

4. Naming Public Streets

- 4.1. Petitions from citizens to name a public street should be submitted to the City Clerk and should follow the criteria outlined in section 1 of this policy.
- 4.2. No public street or other public property may be named for an individual until the person has been deceased for at least one (1) year.
- 4.3. Renaming a public street
 - 4.3.1. No public street shall be formally renamed unless the owners of two-thirds of the linear feet of the abutting property request and agree to change the name of a street. As its primary option, the City may create an honorary name on public streets such that the existing formal street name will not be changed.
 - 4.3.2. The name of a street that is located within the Original Baraboo Center shall not be changed – except for honorary memorials.
 - 4.3.3. A public street may be re-named or an honorary name created if one of the following qualifies:
 - 4.3.3.1. The candidate gives an appropriate gift to the City designated for the specific street or immediate area.
 - 4.3.3.2. The candidate has made a substantial and/or long-term contribution to the life and spirit of the community of Baraboo.
 - 4.3.3.3. To request the renaming of a City street, by anyone other than the City Staff, Elected Official, City Board or Commission, a petition signed by at least two-thirds (66.6%) percent of all property owners along the street, with a maximum of one signature per parcel, shall be submitted to the City Clerk and follow the procedures contained in Section 1. Signatures shall be obtained by the person or persons requesting the renaming.
 - 4.3.3.4. Following the same procedures as noted in a) iii above, a petition of 51% of the properties on a street being considered for renaming who object to a renaming of the street will remove it from consideration by the City Council.

5. Costs

- 5.1. All costs to purchase and install plaques or tribute markers shall be secured by the person or group nominating the candidate, unless otherwise specified by the City Council.
- 5.2. The City Council shall have complete and sole authority to approve the size, content, location and material of plaques and tribute markers.

6. Sponsorship and Acknowledgments

- 6.1. Purpose - The purpose of this policy is to establish standard procedures and guidelines following sponsorships to City facilities and to set guidelines for entering into sponsorship agreements with private entities. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the benefactor and where no business relationship is created, or to events authorized by a Special Events Permit issued by the City of Baraboo.
- 6.2. Authorization - All offers for donations in City Parks must be reviewed by the Parks, Recreation and Forestry Director. If approved, Parks and Recreation Commission will be made aware of donation if terms are attached. Commission will review terms of the donation and approve or reject the request based on the review.
- 6.3. Objectives –
 - 6.3.1 Provide uniform expectations for sponsors, donors and staff.
 - 6.3.2 Provide uniform criteria for sponsorships.
 - 6.3.3 Insure that sponsored items receive high standard of care to protect the donor/sponsor investment. (However donors must realize that once the donation is accepted, it is property of the City of Baraboo).
- 6.4. Policy - It is the policy of the Baraboo Parks, Recreation & Forestry Department that:
 - 6.4.1 Sponsorships must support the mission of the Baraboo Parks, Recreation & Forestry Department.
 - 6.4.2 Sponsorships will not result in any loss of City jurisdiction or authority.
 - 6.4.3 The following organizations are not eligible for sponsorships : religious and/or political organizations; or those organizations that derive more than 50% of gross revenues from the sale of alcohol, tobacco, firearms, pornography or other products or services that are only suitable for (or associated with) adults.
- 6.5. Definitions
 - 6.5.1 Business Sponsorship - Display by a specific organization of its company name on Baraboo Parks, Recreation & Forestry Department property, facilities, programs or events, in exchange for financial support and/or donated goods or services.
 - 6.5.2 Parks and Recreation Commission - a commission created by the City Council as an advisory committee to the Director of Parks, Recreation, & Forestry, City Council and other city departments.
 - 6.5.3 Park Facilities - all park lands and facilities in the City of Baraboo.
- 6.6. Responsibility - The Director of Parks, Recreation, & Forestry (or designee) is authorized to enter into private sponsorship agreements consistent with these policies, provided that the Parks and Recreation Commission must also recommend any agreement and the City Council must approve agreements which:
 - 6.6.1 Involves a sponsorship lasting more than 3 months
 - 6.6.2 Involves a display of sponsor recognition that will be in place longer than the program that is being sponsored (i.e. banners installed a week before an event to announce the event dates)
- 6.7. Signage
 - 6.7.1 The type, location, size, design, content and duration of any sponsor recognition must meet current City of Baraboo sign code.
 - 6.7.2 All signage and other display must meet any requirements or limitations contained in the sponsorship agreement.
- 6.8. Sponsored Materials. All products accepted in exchange for sponsorship recognition require the Director's approval and must meet the specifications and standards used by the Parks, Recreation & Forestry Department in the purchase of similar materials.

- 6.9 Community Sports Teams. Any entities other than those described under Policy paragraph C. may sponsor community sports teams (soccer, baseball, etc.) and are not subject to this Sponsorship policy. The Director must approve any recognition of such sponsorships if on park property.
- 6.10 Procedures
- 6.10.1 All proposals for sponsorships must be in writing.
 - 6.10.2 If the Director approves the sponsorship application, staff will prepare a sponsorship agreement. In cases where the agreement is subject to Commission approval, the Director shall present the agreement to the Parks and Recreation Commission for its approval. Approval must be granted prior to implementation.
- 6.11 Criteria
- 6.11.1 Both the Director and Parks & Recreation Commission may use, but are not limited to, the following criteria when evaluating a sponsorship proposal; in all cases, the Director (or designee) will have the prerogative to accept or reject the proposal, subject to final review by Park Commission.
 - 6.11.2 The compatibility of the entity's products, customers and promotional goals with the City of Baraboo Parks, Recreation & Forestry Department's mission and image;
 - 6.11.3 The entity's past record of involvement in the community;
 - 6.11.4 The extent to which the sponsorship proposal is likely to generate public controversy;
 - 6.11.5 The operating and maintenance costs associated with the proposal;
 - 6.11.6 The entity's record of responsible environmental stewardship.
- 6.12 Term Limits - unless otherwise specified in the Sponsor Agreement Terms, all sponsorships shall have a term extending for the life of the item sponsored. The life of an item is defined as the typical life expectancy of that item under normal conditions.
- 6.13 Specific Sponsorships - Specific donated items will have the following general rules followed:
- 6.13.1 Scoreboard Sponsorships
 - 6.13.1.1 Font. Only block font types the same size as existing panels in the park may be used.
 - 6.13.1.2 Logos. logos will be allowed on sponsor panels.
 - 6.13.1.3 Colors. All colors will be uniform with the item they are mounted on, with background colors to match the primary color of item being donated/sponsored and white lettering.
 - 6.13.1.4 Taglines/Mottos. Taglines are not allowed however sponsor applicant may request additional organization identifiers in some cases (i.e. Member FDIC or established 1857), provided that no statement of opinion that further describes the donor business (i.e. "Tastes Great!") will be allowed. Any requests for language in addition to organization's legal name must have prior approval from Parks Commission.
 - 6.13.2 Other Sponsored items - Other items sponsored are at the discretion of the Parks, Recreation & Forestry Director, with advisement from the Parks and Recreation Commission when possible. Any item donated becomes property of the City when made and is completely at City discretion as to future care/use/display/disposal.
7. Policy Application. This policy will apply to the majority of situations and is intended to maintain fairness and consistency. The City recognizes that there may be unique circumstances or events that may warrant a departure from this policy for the overall good of the City. The City Council shall consider such matters and shall identify any special considerations and the justification to deviate from this policy on a case-by-case basis.

RESOLUTION NO. 2019 -

Dated: July 09, 2019

The City of Baraboo, Wisconsin

Background. The City has historically staffed two Engineering Technician positions in the Engineering Department. One of those positions was vacated earlier this year. As part of the recruitment efforts to fill that vacant Engineering Technician position, staff has recommended the creation of a new position for an intermediate position in the Engineering Department that would include additional minimum qualifications and duties compared to that of an Engineering Technician.

The proposed Position Description for an Engineer 1 has been reviewed internally by the City Administrator and City Attorney and externally by GovHR to add the position to the City's Pay and Classification Plan at Grade 9.

Budgeting Note: Not Required Budgeted Expenditure Not Budgeted
Comments: *The money to buy the land will be coming from the Library's Building Fund*

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

That the position and corresponding description, attached to this Resolution, for an Engineer 1 is hereby approved.

Offered by: Finance/Personnel Comm.

Motion:

Second:

Approved: _____

Attest: _____

CITY OF BARABOO
Position Description

Class Title: Engineer 1 (Staff Engineer)
Grade: 9
Created/Updated: July 2019
Department: Engineering
Reports to: City Engineer and City Administrator

General Purpose: Perform routine and complex non-professional engineering work and provide customer assistance to the public. Provide data, research, and maps to aid departments throughout the City. May serve as a member of the Information Technology Workgroup.

Supervision:

Received: Works under the general supervision of the City Engineer. However, position also works closely with Water, Sewer, Public Works, and Administration.

Exercised: Not applicable.

Essential Duties & Responsibilities:

1. Locate utilities for Digger Hotline calls to include sanitary, storm, electrical and fiber.
2. Perform survey and layout for street, alley, utility or other construction projects.
3. Determine location of public right-of-way and property lines for City-owned property.
4. Research and write legal descriptions as directed by the City Engineer.
5. Prepare engineered drawings under the direction of the City Engineer.
6. Act as Resident Project Representative on construction projects.
7. Provide Construction Staking as required for the City's construction projects.
8. Responsible to fulfill all requirements of the Wisconsin DNR's WPDES General Permit for discharge from the Municipal Separate Storm Sewer System (MS4).
9. Complete annual PASER ratings for all streets and alleys and file necessary report(s) with WDOT as required.
10. Develop and maintain 5-year Street Improvement Plan.
11. Develop and maintain 3-year Sidewalk Improvement Plan.
12. Prepare Special Assessment Reports for assessable improvements.
13. Coordinate Annual Sidewalk Maintenance Program activities.
14. Assist with preparation of annual Budget.
15. Maintain and file all official map records, (tax parcel, utility, street, etc.).
16. Give general and technical information regarding department activities in response to inquiries both in the Engineering Department and the Assessor's Office.
17. Secondary person to input facility maintenance data on to maps and into data bases for streets, sewers, sidewalks, signs, parking lots, and other City owned facilities into a GIS system.
18. Assist with computer support on City network.
19. Assist with installation and maintenance with all GIS programs.
20. Other duties as apparent or assigned.

Peripheral Duties:

1. Operate a vehicle.
2. Provide backup to related positions.
3. Attend meetings as assigned.
4. Attend periodic safety classes as determined appropriate for the position, i.e. personal protective equipment, excavating and trenching, etc.
5. Assists the public by providing information and maps.
6. Perform additional tasks as required or requested.

Desired Minimum Qualifications:

1. Specialized knowledge of engineering work acquired either through education or experience.
2. Working knowledge of surveying and engineering practices and principals.
3. Able to read and write legal descriptions, translating them into graphic map representations.
4. Working knowledge of engineering transit and level and related surveying tools, personal operating computer systems, GIS systems, and AutoCADD software.
5. Able to effectively meet and deal with the public, to communicate effectively both verbally and in writing, and to follow oral and written instructions.

Education and Experience:

1. A Bachelor's degree in Civil Engineering.
2. A minimum of 5 years' experience as an Engineer or in a related field.

Special Requirements: Understand the importance of safety by attending classes provided by the City through CVMIC and other trained staff because of exposure to accidents that could occur while working in the field.

Tools & Equipment Used: Personal computer, Engineering transit, level and related surveying tools, large format plotter and scanner/copier, manual and computerized drafting equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee must routinely lift and/or move up to 50 pounds and 100 pounds occasionally. Specific vision abilities required by this job include close and distant vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work will be outdoors, sometimes in severe environments throughout the winter months in particular. Position may respond to calls from the Utility Department for emergency locates. The need to visit sites throughout the City requires working in all types of weather, both favorable and inclement. Work is also done at times in moving traffic. The noise level in the office work environment is moderate; work in the field may be noisy.

Selection/Guidelines: Formal application, rating of education and experience; oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



To: Members of the Common Council
Ed Geick, City Administrator

From: Jordan LaMasney, Paid-per-Call Firefighter

Date: June 19, 2019

Re: Disclosure per Section 1.77(5), Baraboo Municipal Code

I, Jordan LaMasney, employed by the City of Baraboo as a Paid-per-Call Firefighter, am hereby disclosing to the Common Council per Section 1.77(5) of the Baraboo Municipal Code, that I own a business, Vinyl Graphics for You LLC, in the City of Baraboo will be bidding on and possibly accepting contract(s) to do work for the City of Baraboo with a dollar amount of more than \$1,000 in aggregate for a 12-month period.

Jordan LaMasney
Owner: Vinyl Graphics For You LLC