



## AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



**Date and Time:** Tuesday, August 13, 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 July 23, 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 **\$1,222,368.17 \***
- b. Review and recommendation to Common Council to approve the Standard Form of Agreement between the City and MSA Professional Services & CR Architecture + Design for the Fire & Ambulance Building project. \*
- c. Review and recommendation to Common Council to approve the transfer of the 2014 Ford F-150 pick-up truck from Police Department to Fire Department.
- d. Review and recommendation to Common Council to adopt a resolution authorizing the Baraboo-Wisconsin Dells Regional Airport Commission to petition the Secretary of Transportation for money for airport improvements. \*
- e. Review and recommendation to Common Council to approve agreement between the City and the WPPA for a period of January 1, 2020 through December 30, 2022. \*

3. Information Items

- City Attorney's report on insurance claims
  - a) Settlement of a claim in the amount of \$3,000. (Claimants are the homeowners of 615 Grove Street- Claim was for damage to their home due to the alleged negligence of the City in relation to a City owned tree.)
- 2<sup>nd</sup> Qtr. Taxi Financial Statement
- 2<sup>nd</sup> Qtr. Financial Statement

4. Adjournment

Joel Petty, Chairperson

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\* Item on next regularly scheduled Common Council Meeting Agenda

Agenda prepared by D. Munz & posted on 08/09/2019

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, Adm. Geick, E. Truman, B. Zeman, Troy Snow

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of July 9, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

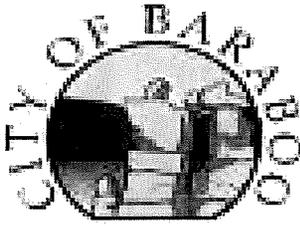
**Action Items**

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$387,713.87**. Motion carried unanimously.
- b) **2<sup>nd</sup> Qtr. Budget Amendments for \$85,434** – The Committee reviewed the 2<sup>nd</sup> Qtr. 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 – None.
- b) Baraboo Area District Ambulance Finance Status Report – The City is currently reviewing the finances of the Baraboo District Ambulance. It was noted that only 1 bid was received for their line of credit.
- c) 2<sup>nd</sup> Qtr. Taxi Financial Statement – Postponed to August 13, 2019 meeting.
- d) 2<sup>nd</sup> Qtr. Financial Statement – Postponed to August 13, 2019 meeting.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:26pm.  
Brenda Zeman, City Clerk



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

August 13, 2019

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

Category	Total	Accounts Payable Run Date
General	\$378,014.20	July 26, 2019
General	\$150.00	August 2, 2019
General	\$ 172,979.53	August 9, 2019
Utility	\$ 207,145.77	July 31, 2019
Utility	\$ 114,166.82	August 9, 2019
ACH	\$ 1,588.64	July 31, 2019
Payroll Remittance Checks	\$ 348,323.21	July, 2019
Department Purchasing Cards		
<b>Total expenditures</b>	<b>\$1,222,368.17</b>	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>187977</b>							
07/26/2019	187977	ABBS PAVING & SEAL CO	1119	05/21/2019	PW-CWM STREET REPAIR	100-31-53300-371-000	3,750.00
07/26/2019	187977	ABBS PAVING & SEAL CO	1119	05/21/2019	SW-MOORE & SAUK AVE STOR	950-36-83100-236-000	548.50
07/26/2019	187977	ABBS PAVING & SEAL CO	1120	05/21/2019	PW-STREET REPAIR ASH & 2N	100-31-53300-371-000	359.74
Total 187977:							4,658.24
<b>187978</b>							
07/26/2019	187978	ALLIANT ENERGY	041272-0715	07/15/2019	CC-ELECTRIC	100-52-55130-222-000	1,808.12
07/26/2019	187978	ALLIANT ENERGY	041272-0715	07/15/2019	CC-HEAT	100-52-55130-223-000	125.53
07/26/2019	187978	ALLIANT ENERGY	256545-0719	07/19/2019	PK-CITY VIEW ELECTRIC	100-52-55200-222-000	51.63
07/26/2019	187978	ALLIANT ENERGY	266634-0715	07/15/2019	POOL-ELECTRIC	100-53-55420-222-000	2,151.99
07/26/2019	187978	ALLIANT ENERGY	266634-0715	07/15/2019	POOL-HEAT	100-53-55420-223-000	1,709.61
07/26/2019	187978	ALLIANT ENERGY	294993-0716	07/16/2019	FD - ELECTRIC 135 4TH STREE	100-21-51610-222-000	2,026.17
07/26/2019	187978	ALLIANT ENERGY	294993-0716	07/16/2019	FD - GAS 135 4TH STREET	100-21-51610-223-000	63.02
07/26/2019	187978	ALLIANT ENERGY	671025 0715	07/15/2019	PW-CSC ELECTRIC	100-31-53270-222-000	4,117.91
07/26/2019	187978	ALLIANT ENERGY	671025 0715	07/15/2019	PW- CSC HEAT	100-31-53270-223-000	308.48
Total 187978:							12,362.46
<b>187979</b>							
07/26/2019	187979	BARABOO STATE BANK	08/19 INT	08/01/2019	CITY-2013A/B BOND INTEREST	370-10-58210-620-131	4,933.75
07/26/2019	187979	BARABOO STATE BANK	08/19 INT	08/01/2019	CITY-2013A/B BOND INTEREST	380-10-58210-620-131	13,475.00
07/26/2019	187979	BARABOO STATE BANK	08/19 INT	08/01/2019	CITY-2013A/B BOND INTEREST	300-10-58210-620-132	7,241.25
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PRINCIPAL	370-10-58110-610-131	170,000.00
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PAYMENT	370-00-11400-000	174,933.75-
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PAYMENT	370-00-11110-000	174,933.75
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PRINCIPAL	380-10-58110-610-131	130,000.00
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PRINCIPAL	380-00-11400-000	143,475.00-
07/26/2019	187979	BARABOO STATE BANK	08/19 PRINC	07/01/2019	CITY-2013A BOND PRINCIPAL	370-00-11110-000	143,475.00
Total 187979:							325,650.00
<b>187980</b>							
07/26/2019	187980	BOND TRUST SERVICES	49172	06/14/2019	CITY-2018A BOND INTEREST	300-10-58210-620-181	25,680.00
07/26/2019	187980	BOND TRUST SERVICES	49172	06/14/2019	CITY-2018A BOND INTEREST	950-36-42700-620-181	3,695.00
Total 187980:							29,375.00
<b>187981</b>							
07/26/2019	187981	CENTURYLINK	301217859-0	07/17/2019	CC-JULY 2019 PHONE	100-52-55130-220-000	73.90
07/26/2019	187981	CENTURYLINK	301217859-0	07/17/2019	POOL-JULY 2019 PHONE	100-53-55420-220-000	51.40
07/26/2019	187981	CENTURYLINK	301217859-0	07/17/2019	ZOO-JULY 2019 PHONE	100-52-55410-220-000	12.57
07/26/2019	187981	CENTURYLINK	301300963-0	07/17/2019	AIR-JULY 2019 PHONE	630-35-53510-220-000	60.84
Total 187981:							198.71
<b>187982</b>							
07/26/2019	187982	CINTAS CORPORATION S	9052214065	05/23/2019	PW-FIRST AID CABINET; TRUCK	100-31-53270-340-000	337.38
Total 187982:							337.38
<b>187983</b>							
07/26/2019	187983	DELLS-MAID CLEANING	1296	07/25/2019	FD - JULY CLEANING SERVIES	100-21-51610-260-000	350.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 187983:							350.00
<b>187984</b>							
07/26/2019	187984	ELLIS, ELMER & SUSAN	07162019	07/16/2019	ATTY-SETTLE TREE FALL CLAI	720-52-51493-510-000	3,000.00
Total 187984:							3,000.00
<b>187985</b>							
07/26/2019	187985	FARRELL EQUIPMENT &	1023112	05/23/2019	ENG-FLUOR HOT PINK MARKIN	100-30-53100-340-000	101.88
07/26/2019	187985	FARRELL EQUIPMENT &	1023112	05/23/2019	STWTR-FLUOR NEON GREEN	950-36-83100-340-000	84.90
07/26/2019	187985	FARRELL EQUIPMENT &	1031691	06/26/2019	PW-FLOOR PATCH; VERTICAL P	100-31-53300-340-000	182.83
Total 187985:							369.61
<b>187986</b>							
07/26/2019	187986	GILMAN, TONY	2ND QTR 20	07/02/2019	PW-MILEAGE REIMBURSEMEN	100-31-53230-330-000	485.46
Total 187986:							485.46
<b>187987</b>							
07/26/2019	187987	JOHN D. PREUER & ASS	2191516	06/21/2019	FD - DRIVER/OPERATOR BOOK	100-21-52200-320-000	71.96
Total 187987:							71.96
<b>187988</b>							
07/26/2019	187988	REEDSBURG UTILITY CO	26578-07201	07/20/2019	CITY-JULY 2019 INTERNET	100-10-51450-250-000	289.95
Total 187988:							289.95
<b>187989</b>							
07/26/2019	187989	RICOH USA INC	5056661918	05/13/2019	CITY-COPIES MAY 2019	100-11-51500-250-000	240.21
07/26/2019	187989	RICOH USA INC	5057127639	07/14/2019	CITY-COPIES JULY 2019	100-11-51500-250-000	272.22
Total 187989:							512.43
<b>187990</b>							
07/26/2019	187990	WI DELLS POLICE DEPT	2019-2	07/22/2019	PD- MEYER ONE DAY 9/27 TRAI	100-20-52110-320-000	95.00
Total 187990:							95.00
<b>187991</b>							
07/26/2019	187991	WIS DEPT OF FINANCIAL	082319	07/23/2019	TRE-RENEW LAUX NOTARY	100-11-51420-520-000	20.00
Total 187991:							20.00
<b>7002022</b>							
07/26/2019	7002022	CROELL REDI-MIX INC	363773	07/18/2019	PW-4000 PSI LAKE & SUMAC	100-31-53300-410-000	238.00
Total 7002022:							238.00
Grand Totals:							378,014.20

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

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\_\_\_\_\_

\_\_\_\_\_  
(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
08/02/2019	188002	PETTY CASH	PARKS-0722	07/26/2019	PK-REPLENISH STOLEN CASH	720-52-51493-510-000	150.00
Total 188002:							150.00
Grand Totals:							150.00

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
(Chairman)

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\_\_\_\_\_  
(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>188003</b>							
08/09/2019	188003	CINTAS CORPORATION S	5014381456	08/02/2019	PW-CABINET ORGANIZED W/M	100-31-53270-340-000	121.57
Total 188003:							121.57
<b>188004</b>							
08/09/2019	188004	ACTION ELECTRIC OF S	4119	07/16/2019	PK-MRE LIGHTS	100-52-55200-350-000	131.16
08/09/2019	188004	ACTION ELECTRIC OF S	4160	07/31/2019	PK-PIERCE PARK LIGHT REPAI	100-52-55200-280-000	196.74
Total 188004:							327.90
<b>188005</b>							
08/09/2019	188005	ALLIANT ENERGY	002634-0801	08/01/2019	AIR-AREA LIGHTING	630-35-53510-222-000	14.15
08/09/2019	188005	ALLIANT ENERGY	015803-0730	07/30/2019	PW-JULY TRAFFIC SIGNALS	100-31-53300-222-000	200.53
08/09/2019	188005	ALLIANT ENERGY	086392-0730	07/30/2019	PW-STREET LIGHTS JULY 2019	100-31-53420-222-000	1,548.93
08/09/2019	188005	ALLIANT ENERGY	139770-0802	08/02/2019	AIR-JULY 2019 SRE ELECTRIC	630-35-53510-222-000	43.72
08/09/2019	188005	ALLIANT ENERGY	139770-0802	08/02/2019	AIR-JULY 2019 SRE GAS	630-35-53510-223-000	15.51
08/09/2019	188005	ALLIANT ENERGY	2304400466-	04/30/2018	PW-BACKED INTO LIGHT POLE	720-31-51493-510-000	3,298.28
08/09/2019	188005	ALLIANT ENERGY	281633-0730	07/30/2019	PW-JULY STREET LIGHTS	100-31-53420-222-000	8,912.01
08/09/2019	188005	ALLIANT ENERGY	908384-0801	08/01/2019	PW-POTTER & BRIAR ELECT	100-31-51630-222-000	99.87
08/09/2019	188005	ALLIANT ENERGY	908384-0801	08/01/2019	PW-POTTER & BRIAR HEAT	100-31-51630-223-000	22.43
Total 188005:							14,155.43
<b>188006</b>							
08/09/2019	188006	AMERIGAS - BARABOO	648468469	05/03/2019	PW-FILL 100 LB CYLINDER VAP	100-31-53300-348-000	174.28
08/09/2019	188006	AMERIGAS - BARABOO	650221860	06/11/2019	PW-FILL 100 LB CYLINDER VAP	100-31-53300-348-000	213.98
Total 188006:							388.26
<b>188007</b>							
08/09/2019	188007	Andrew Levy	080819	08/08/2019	PK-OCHSNER CENTENNIAL BA	870-52-55200-300-000	500.00
Total 188007:							500.00
<b>188008</b>							
08/09/2019	188008	Animal House Pet Supplies	VP03EDZZT	07/06/2019	ZOO-ANIMAL FEED	100-52-55410-342-000	114.82
08/09/2019	188008	Animal House Pet Supplies	YKVR0K1FK	07/20/2019	ZOO-BIRD FOOD	100-52-55410-342-000	41.37
Total 188008:							156.19
<b>188009</b>							
08/09/2019	188009	BARA TS CUSTOM SCRE	00772	07/19/2019	ZOO-CONCESSION T SHIRTS	100-52-55410-390-000	160.00
08/09/2019	188009	BARA TS CUSTOM SCRE	00776	07/23/2019	REC-TOT LOT SHIRTS	100-53-55300-346-120	94.80
Total 188009:							254.80
<b>188010</b>							
08/09/2019	188010	BARABOO FIRE FIGHTER	71372	07/16/2019	PD-BRAT STAND CHARGES	100-20-52110-390-400	77.00
Total 188010:							77.00
<b>188011</b>							
08/09/2019	188011	BARABOO POWER EQUI	65517	07/25/2019	PW-PAINT CREW BLOWER	100-31-53240-392-000	279.95

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 188011:							279.95
<b>188012</b>							
08/09/2019	188012	BELCO VEHICLE SOLUTI	4460	07/15/2019	PD- REBUILD FOR FORD UTILIT	100-20-52110-240-000	1,842.61
Total 188012:							1,842.61
<b>188013</b>							
08/09/2019	188013	Bonham Farms, LLC	080619	08/06/2019	PW-STRAW BALES FOR LANDS	100-31-53300-340-000	492.00
Total 188013:							492.00
<b>188014</b>							
08/09/2019	188014	BRABAZON PUMP & COM	5174523	07/27/2019	PW-AIR COMPRESSOR MAINTEN	100-31-53270-260-000	72.53
Total 188014:							72.53
<b>188015</b>							
08/09/2019	188015	CANNON, PATRICK	2019-7B	07/01/2019	CDA-JULY 2019 PROPERTY MA	100-67-56710-290-000	3,030.00
Total 188015:							3,030.00
<b>188016</b>							
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	MAYOR- JUNE 2019 PHONE	100-10-51410-220-000	15.15
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	FIN-JUNE 2019 PHONE	100-11-51500-220-000	37.88
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	PD-JUNE 2019 PHONE	100-20-52110-220-000	295.48
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	FD-JUNE 2019 PHONE	100-20-52110-220-000	45.46
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	BLDG INSP-JULY 2019 PHONE	100-22-52400-220-000	15.15
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	PW-JULY 2019 PHONE	100-31-53230-220-000	60.61
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	PK-JULY 2019 PHONE	100-52-55200-220-000	45.46
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	ATTY- JUNE 2019 PHONE	100-13-51300-220-000	15.15
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	PS/ADMIN -JUNE 2019 PHONE	100-11-51640-220-000	108.65
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	ENG-JULY 2019 PHONE	100-30-53100-220-000	37.88
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	REC-JULY 2019 PHONE	100-53-55300-220-000	22.73
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	ADMIN- JUNE 2019 PHONE	100-14-51400-220-000	22.73
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	FD-JUNE 2019 PHONE	100-21-51610-220-000	10.55
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	CDA-JUNE 2019 PHONE	100-00-15980-000	37.88
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	UTILITIES-JUNE 2019 PHONE	100-00-15640-000	53.03
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	ASSESSOR-JUNE 2019 PHONE	100-11-51530-220-000	15.15
08/09/2019	188016	CENTURYLINK	301217856-0	07/17/2019	TREAS-JUNE 2019 PHONE	100-11-51520-220-000	22.74
Total 188016:							861.68
<b>188017</b>							
08/09/2019	188017	CHECKERED FLAG EMB	17248	07/18/2019	PD- STATZ UNIFORM HAT	100-20-52110-346-000	25.00
Total 188017:							25.00
<b>188018</b>							
08/09/2019	188018	CINTAS CORPORATION #	4026001972	07/16/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	46.79
08/09/2019	188018	CINTAS CORPORATION #	4026002084	07/17/2019	FD-MATS	100-21-51610-260-000	44.18
08/09/2019	188018	CINTAS CORPORATION #	4026476097	07/23/2019	CITY-MATS	100-11-51640-260-000	20.50
08/09/2019	188018	CINTAS CORPORATION #	4026940991	07/30/2019	CITY-MATS	100-11-51640-260-000	20.50
08/09/2019	188018	CINTAS CORPORATION #	4026941124	07/30/2019	PW-GRAY MATS; UNIFORMS	100-31-53270-340-000	46.79
08/09/2019	188018	CINTAS CORPORATION #	4027463295	08/06/2019	PW-SHOP SUPPLIES, MATS, UN	100-31-53270-340-000	139.48

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
08/09/2019	188018	CINTAS CORPORATION #	4027463322	08/06/2019	CITY-MATS	100-11-51640-260-000	20.50
Total 188018:							338.74
<b>188019</b>							
08/09/2019	188019	CIVIC SYSTEMS	2019CVCSY	08/05/2019	CLK-CIVIC SYMPOSIUM 2019	100-11-51420-320-000	225.00
08/09/2019	188019	CIVIC SYSTEMS	2019CVCSY	08/08/2019	CLK-ZEMAN CIVIC SYMPOSIUM	100-11-51420-320-000	225.00
Total 188019:							450.00
<b>188020</b>							
08/09/2019	188020	CLANCY SYSTEMS	BW1906	07/22/2019	PD - CLANCY SUPPORT FEES 0	100-20-52110-270-000	684.03
Total 188020:							684.03
<b>188021</b>							
08/09/2019	188021	COLUMBIA COUNTY SOLI	331651	06/26/2019	FD - DISPOSE OF LIGHT BULBS	100-21-51610-260-000	38.25
08/09/2019	188021	COLUMBIA COUNTY SOLI	331651	06/26/2019	PK-RECYCLE FLORESCENT BU	100-52-55130-260-000	38.25
08/09/2019	188021	COLUMBIA COUNTY SOLI	331651/3316	06/26/2019	PW-ELECTRONICS DISPOSAL	100-31-53635-290-000	100.00
Total 188021:							176.50
<b>188022</b>							
08/09/2019	188022	COMPLETE OFFICE OF	400263	07/18/2019	CLK-PERSONNEL FOLDERS	100-11-51420-310-000	22.63
08/09/2019	188022	COMPLETE OFFICE OF	400263	07/18/2019	FIN-PENS, PENCIL LEAD,STAPL	100-11-51500-310-000	24.31
Total 188022:							46.94
<b>188023</b>							
08/09/2019	188023	COMPLIANCE SERVICES	35541	07/08/2019	ENG-DRUG TEST (DENNIS BID	100-14-51430-217-000	76.00
08/09/2019	188023	COMPLIANCE SERVICES	35627	07/26/2019	ENG-DURG & ALCOHOL TESTIN	100-14-51430-217-000	187.00
Total 188023:							263.00
<b>188024</b>							
08/09/2019	188024	COUNTRY PLUMBER INC	716559	07/31/2019	PK-LOWER OCHSNER PORTAP	870-52-55200-300-000	88.71
Total 188024:							88.71
<b>188025</b>							
08/09/2019	188025	D.L. GASSER CONSTRU	5000021003	07/15/2019	PW-4.080 TON COLD MIX	100-31-53300-371-000	255.00
08/09/2019	188025	D.L. GASSER CONSTRU	5000021031	07/17/2019	PW-15.280 HOT MIX #11	100-31-53300-371-000	767.82
08/09/2019	188025	D.L. GASSER CONSTRU	5000021098	07/24/2019	AIR- ROLL RUNWAY	630-35-53510-283-000	700.00
08/09/2019	188025	D.L. GASSER CONSTRU	5000021123	07/25/2019	PW-2.150 TON COLD MIX	100-31-53300-379-000	134.38
08/09/2019	188025	D.L. GASSER CONSTRU	5000021146	07/29/2019	PW-25.790 TON HOT MIX	100-31-53300-371-000	1,295.95
08/09/2019	188025	D.L. GASSER CONSTRU	5000021146	07/29/2019	PW-2.390 TON COLD MIX	100-31-53300-379-000	149.38
08/09/2019	188025	D.L. GASSER CONSTRU	5000021182	08/01/2019	PW-20.110 TON HOT MIX	100-31-53300-371-000	1,050.75
08/09/2019	188025	D.L. GASSER CONSTRU	5000021195	08/02/2019	PW-1.590 TON COLD MIX	100-31-53300-379-000	99.38
Total 188025:							4,452.66
<b>188026</b>							
08/09/2019	188026	DANA INVESTMENTS INC	70096	07/15/2019	TRE-3RD QTR INVESTMENT SE	100-00-11710-000	1,737.32
Total 188026:							1,737.32

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
188027							
08/09/2019	188027	DATCP-DAH	08052019	08/05/2019	PD- STATZ HUMANE CERT TES	100-20-52110-320-000	25.00
Total 188027:							25.00
188028							
08/09/2019	188028	DAVE JONES INC.	37069	07/30/2019	CITY-FIRE SPRINKLER INSPEC	100-11-51640-260-000	120.00
Total 188028:							120.00
188029							
08/09/2019	188029	DECKER SUPPLY COMPA	906530	07/31/2019	PW-HANDICAP SIGNS	100-31-53300-364-000	168.58
Total 188029:							168.58
188030							
08/09/2019	188030	DELL MARKETING LP	1033065452	07/22/2019	BI-1/2 DELL 5591 LAPTOP/WOR	100-22-52400-392-000	1,282.54
08/09/2019	188030	DELL MARKETING LP	1033065452	07/22/2019	BI-1/2 DELL 5591 LAPTOP/WOR	100-21-52200-392-000	1,282.54
Total 188030:							2,565.08
188031							
08/09/2019	188031	DIRTY DUCTS CLEANING	30358	07/02/2019	TIF8 - REMEDIATION OF 314 DE	380-10-56600-270-000	10,885.00
Total 188031:							10,885.00
188032							
08/09/2019	188032	DOG WASTE DEPOT	291800	08/01/2019	PK - DOG WASTE BAGS	100-52-55200-340-000	139.51
Total 188032:							139.51
188033							
08/09/2019	188033	ENGINEERING FOR KIDS	312	10/17/2018	REC-2018 YOUTH ENGINEERIN	100-53-55300-215-075	1,120.00
Total 188033:							1,120.00
188034							
08/09/2019	188034	ENVIROTECH EQUIPMEN	19-0011181	07/29/2019	PW - TRUCK #54 MANIFOLD/WA	950-36-81000-350-000	4,673.76
Total 188034:							4,673.76
188035							
08/09/2019	188035	FAIRFIELD CONCRETE	308 SOUTH	08/05/2019	ENG-308 SOUTH ST SIDEWALK	100-30-53430-270-000	1,132.50
Total 188035:							1,132.50
188036							
08/09/2019	188036	FARRELL EQUIPMENT &	1031694	06/26/2019	PW-CONCRETE SEALER	100-31-53300-410-000	549.95
08/09/2019	188036	FARRELL EQUIPMENT &	1034114	07/08/2019	ENG-(60) 24X24 ADA CAST IRO	100-00-16140-000	4,377.00
Total 188036:							4,926.95
188037							
08/09/2019	188037	FASTENAL COMPANY	WIBAR21175	07/10/2019	PK-PARK REPAIR SUPPLIES	100-52-55200-350-000	40.53
08/09/2019	188037	FASTENAL COMPANY	WIBAR21213	07/25/2019	PW-SAFETY GLASSES & VESTS	100-31-53230-319-000	138.39
08/09/2019	188037	FASTENAL COMPANY	WIBAR21219	07/29/2019	PK-PARK REPAIR SUPPLIES	100-52-55200-350-000	2.84

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Total 188037:							181.76
<b>188038</b>							
08/09/2019	188038	FIRE & SAFETY II INC.	AM90801-3	08/02/2019	CC-EXTINGUISHER INSPECTIO	100-52-55130-250-000	333.50
08/09/2019	188038	FIRE & SAFETY II INC.	MB90730-1	08/02/2019	PD- FIRE EXTINGUISHER RECH	100-20-52110-250-000	29.00
Total 188038:							362.50
<b>188039</b>							
08/09/2019	188039	GALLS QUARTERMASTE	013182329	07/12/2019	PD- LUND STRYKE PANTS & M	100-20-52110-346-000	146.74
Total 188039:							146.74
<b>188040</b>							
08/09/2019	188040	GEAR WASH LLC	15397	07/19/2019	FD - TURNOUT GEAR EVALUATI	100-21-52200-250-000	59.53
Total 188040:							59.53
<b>188041</b>							
08/09/2019	188041	GEICK, EDWARD	JULY19	07/31/2019	ADMIN-JULY 2019 MILEAGE REI	100-14-51400-330-000	21.63
Total 188041:							21.63
<b>188042</b>							
08/09/2019	188042	GERBER LEISURE PROD	6232	07/19/2019	PK-BENCH DONATION	870-52-55200-861-000	1,243.00
Total 188042:							1,243.00
<b>188043</b>							
08/09/2019	188043	HALVORSEN, JANAN	10587	07/31/2019	REC-CANCEL EMERG SERVICE	100-53-46751-075	25.00
Total 188043:							25.00
<b>188044</b>							
08/09/2019	188044	HARTJE TIRE & SERVICE	40-65765	07/15/2019	PW-#27 & #14 TIRES	100-31-53240-341-000	812.00
Total 188044:							812.00
<b>188045</b>							
08/09/2019	188045	HASHEIDER ROOFING &	2895	07/16/2019	FD - REPAIR HOLES IN ROOF	100-21-51610-260-000	391.50
Total 188045:							391.50
<b>188046</b>							
08/09/2019	188046	HD SUPPLY FACILITIES	9174210217	07/22/2019	CC-VAC FILTER	100-52-55130-340-000	119.96
Total 188046:							119.96
<b>188047</b>							
08/09/2019	188047	HOHLS FARM SUPPLY IN	69248	07/24/2019	ZOO-BEDDING	100-52-55410-340-000	13.60
08/09/2019	188047	HOHLS FARM SUPPLY IN	70329	07/18/2019	PK-WEED KILLER	100-52-55200-345-000	77.00
08/09/2019	188047	HOHLS FARM SUPPLY IN	70330	07/18/2019	PW-GLASS SEED (MILL RACE P	100-31-53300-340-000	307.15
Total 188047:							397.75

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>188048</b>							
08/09/2019	188048	HOLIDAY WHOLESale	9080562	07/23/2019	ZOO-CONCESSIONS ICE CREA	100-52-55410-390-000	121.98
08/09/2019	188048	HOLIDAY WHOLESale	9095432	08/01/2019	ZOO-CONCESSIONS ICE CREA	100-52-55410-390-000	169.72
Total 188048:							291.70
<b>188049</b>							
08/09/2019	188049	HUB CHEMICAL CO INC	4972	06/18/2019	POOL-CHEMICALS	100-53-55420-345-000	450.00
08/09/2019	188049	HUB CHEMICAL CO INC	5094	07/16/2019	POOL-CHEMICALS	100-53-55420-345-000	758.00
08/09/2019	188049	HUB CHEMICAL CO INC	5138	07/26/2019	POOL-CHEMICALS	100-53-55420-345-000	875.00
08/09/2019	188049	HUB CHEMICAL CO INC	5159	08/01/2019	POOL-CHEMICALS	100-53-55420-345-000	805.00
Total 188049:							2,888.00
<b>188050</b>							
08/09/2019	188050	JFTCO INC	W 96174	07/16/2019	PW-CSC GENERATOR MAINTe	100-31-53270-260-000	625.74
Total 188050:							625.74
<b>188051</b>							
08/09/2019	188051	JOHN DEERE FINANCIAL	14808-07251	07/25/2019	AIR-JULY 2019 DIESEL FUEL	630-35-53510-348-000	401.17
08/09/2019	188051	JOHN DEERE FINANCIAL	70107-27469	07/20/2019	PK-MOWER PARTS-MIDSTATE	100-52-55200-250-000	225.86
Total 188051:							627.03
<b>188052</b>							
08/09/2019	188052	JOHNSen CENTRAL AGE	136414	07/30/2019	TRE-LAUX NOTARY BOND 2019	100-11-51420-520-000	20.00
Total 188052:							20.00
<b>188053</b>							
08/09/2019	188053	JRB ENTERPRISES	9170	07/28/2019	PW-10 BALES STRAW	100-31-53300-340-000	50.00
Total 188053:							50.00
<b>188054</b>							
08/09/2019	188054	KLEENMARK	1097	08/21/2015	CC- SQUEEGEE RETURN	100-52-55130-340-000	52.14-
08/09/2019	188054	KLEENMARK	181411	05/08/2019	CC-CLEANING SUPPLIES	100-52-55130-340-000	452.36
Total 188054:							400.22
<b>188055</b>							
08/09/2019	188055	KOLAR, JESSICA	71819	07/18/2019	REC-REFUND SAND VOLLEYBA	100-53-46751-110	15.00
Total 188055:							15.00
<b>188056</b>							
08/09/2019	188056	KRAEMER COMPANY LL	152662	07/11/2019	PW-GRAVEL FOR ALLEYS	100-31-53310-374-000	329.26
08/09/2019	188056	KRAEMER COMPANY LL	154454	07/29/2019	PW-3" CLEAN	100-31-53300-374-000	101.56
Total 188056:							430.82
<b>188057</b>							
08/09/2019	188057	KRIETE TRUCK CENTER-	102638U	07/31/2019	PW-#83 BRAKES	100-31-53635-350-000	774.28

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 188057:							774.28
<b>188058</b>							
08/09/2019	188058	LABROSCIAN, RYAN	REIMB238-0	07/18/2019	PD- WORK SHOES	100-20-52110-346-000	84.40
Total 188058:							84.40
<b>188059</b>							
08/09/2019	188059	LAFORCE INC	1104451	07/24/2019	ZOO-REPLACEMENT DOOR LE	100-52-55410-260-000	750.00
Total 188059:							750.00
<b>188060</b>							
08/09/2019	188060	LANDS END BUSINESS O	SIN7608872	07/22/2019	PD- WIESE (6) UNIFORM SHIRT	100-20-52130-346-000	185.70
08/09/2019	188060	LANDS END BUSINESS O	SIN7619859	07/25/2019	CC-UNIFORMS (2) GRANT/(2) B	100-52-55130-346-000	115.73
08/09/2019	188060	LANDS END BUSINESS O	SIN7634505	07/30/2019	PK-GRANT/BEBBER UNIFORMS	870-53-55300-300-000	221.58
Total 188060:							523.01
<b>188061</b>							
08/09/2019	188061	LEXISNEXIS	3092139582	07/31/2019	ATTY-JULY 2019	100-13-51300-320-000	175.00
Total 188061:							175.00
<b>188062</b>							
08/09/2019	188062	LIFEWORKS US INC	89669	08/01/2019	CITY-EMP ASSISTANCE PROGR	100-14-51430-215-000	750.00
Total 188062:							750.00
<b>188063</b>							
08/09/2019	188063	LINCOLN CONTRACTOR	M33489	07/16/2019	PW- (3) 30" MAG ASPHALT LUTE	100-31-53300-340-000	140.97
Total 188063:							140.97
<b>188064</b>							
08/09/2019	188064	LODI VETERINARY HOSP	117660--0801	08/01/2019	ZOO-VET SERVICES BEAR	100-52-55410-211-000	250.55
08/09/2019	188064	LODI VETERINARY HOSP	117660--0801	08/01/2019	ZOO-VET SERVICES OTTERS	100-52-55410-211-000	63.78
Total 188064:							314.33
<b>188065</b>							
08/09/2019	188065	MCFARLANES INC	579159	06/18/2019	FD - RESCUE SAW CHAIN	100-21-52200-392-000	224.95
08/09/2019	188065	MCFARLANES INC	579686	07/19/2019	ZOO-FLY SPRAY & HOSE	100-52-55410-340-000	87.98
Total 188065:							312.93
<b>188066</b>							
08/09/2019	188066	MINUTEMAN PRESS-BAR	41130	07/12/2019	PW-DOORHANGERS FOR BRU	100-31-53370-340-000	103.64
08/09/2019	188066	MINUTEMAN PRESS-BAR	41130	07/12/2019	PW-DOORHANGERS FOR BRU	100-31-53620-340-000	541.37
Total 188066:							645.01
<b>188067</b>							
08/09/2019	188067	MONROE TRUCK EQUIP	1534434	08/05/2019	PW - 2019 F250 FLATBED INSTA	490-31-53240-810-000	7,990.00
08/09/2019	188067	MONROE TRUCK EQUIP	5406151	07/17/2019	PW-#1, #2, #4 FLOORLINER; MU	100-31-53240-350-000	486.00

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Total 188067:							8,476.00
<b>188068</b>							
08/09/2019	188068	MSA PROFESSIONAL SE	350330-42	07/05/2019	ENG-LANDFILL MONITORING	100-31-53630-215-000	4,754.92
08/09/2019	188068	MSA PROFESSIONAL SE	350380-43	07/19/2019	AIR-FIELD SURVEY LOT 38 & 43	630-35-53510-270-000	655.50
08/09/2019	188068	MSA PROFESSIONAL SE	351120-3	08/02/2019	POOL-STUDY	430-53-55420-881-000	7,160.00
Total 188068:							12,570.42
<b>188069</b>							
08/09/2019	188069	NAPA AUTO PARTS	355214	07/10/2019	PW-#30 COMPRESSOR FOR TR	100-31-53240-350-000	281.30
08/09/2019	188069	NAPA AUTO PARTS	355303	07/10/2019	PW-#45 POWERATED BELT #45	100-31-53240-350-000	38.40
08/09/2019	188069	NAPA AUTO PARTS	355454	07/11/2019	PW-AIR & OIL FILTER (STOCK)	100-31-53240-350-000	22.98
08/09/2019	188069	NAPA AUTO PARTS	355500	07/12/2019	PK-PIERCE SCOREBOARD REP	100-52-55200-280-000	22.39
08/09/2019	188069	NAPA AUTO PARTS	355818	07/16/2019	FD - HOSE CLAMP FOR EXTING	100-21-52200-350-000	3.48
08/09/2019	188069	NAPA AUTO PARTS	356104	07/19/2019	ENG-#60 ENG. VAN; OIL FIL SY	100-30-53100-348-000	25.20
08/09/2019	188069	NAPA AUTO PARTS	356113	07/19/2019	ENG-#60 EING. VAN SYNOW20	100-30-53100-348-000	4.52
08/09/2019	188069	NAPA AUTO PARTS	356448	07/24/2019	PW-COUPPLERS; ADAPTERS (ST	100-31-53240-350-000	32.03
08/09/2019	188069	NAPA AUTO PARTS	356755	07/26/2019	PW-#61 FORK LIFT; OIL/AIR FILT	100-31-53270-350-000	38.74
08/09/2019	188069	NAPA AUTO PARTS	357010	07/30/2019	FD - HEADLIGHT L-1	100-21-52200-350-000	9.68
Total 188069:							478.72
<b>188070</b>							
08/09/2019	188070	NORTHLAND DOOR SYS	124628	07/31/2019	PW-ADJUST DOOR #8	100-31-53270-260-000	190.00
08/09/2019	188070	NORTHLAND DOOR SYS	124973	07/18/2019	PW-PUT CHAIN BACK ON; RES	100-31-53270-260-000	225.00
Total 188070:							415.00
<b>188071</b>							
08/09/2019	188071	OFFICE DEPOT INC	3345410080	06/27/2019	FD - PRINTER INK	100-21-52200-310-000	232.17
08/09/2019	188071	OFFICE DEPOT INC	3378769340	07/04/2019	FD - OFFICE SUPPLIES	100-21-52200-310-000	54.78
08/09/2019	188071	OFFICE DEPOT INC	3378790880	07/05/2019	FD - OFFICE SUPPLIES	100-21-52200-310-000	21.94
08/09/2019	188071	OFFICE DEPOT INC	3405496380	07/12/2019	ADMIN- EASEL PADS	100-14-51400-310-000	68.66
08/09/2019	188071	OFFICE DEPOT INC	3447548760	07/22/2019	ENG-FILE INDEX	100-30-53100-310-000	25.12
08/09/2019	188071	OFFICE DEPOT INC	3447548760	07/22/2019	BLDG INSP-FILE FOLDERS	100-22-52400-310-000	43.50
08/09/2019	188071	OFFICE DEPOT INC	3447554010	07/23/2019	BLDGINSP-SHEET PROTECTOR	100-22-52400-310-000	28.78
08/09/2019	188071	OFFICE DEPOT INC	3476002850	07/25/2019	PD- HP PRINTER	100-20-52130-392-000	129.99
08/09/2019	188071	OFFICE DEPOT INC	3476006750	07/24/2019	PD- PRINTER INK	100-20-52130-310-000	44.96
08/09/2019	188071	OFFICE DEPOT INC	3500082650	07/29/2019	ENG-BLACK FILE BOX	100-30-53100-310-000	11.40
08/09/2019	188071	OFFICE DEPOT INC	3500082650	07/29/2019	CLK-COPY PAPER	100-11-51500-250-000	65.98
Total 188071:							727.28
<b>188072</b>							
08/09/2019	188072	OMNI TECHNOLOGIES	07112019	07/11/2019	CITY-8/1/19-7/31/2020-ANNUAL	100-11-51640-260-000	303.75
08/09/2019	188072	OMNI TECHNOLOGIES	07112019	07/11/2019	CITY-1/1/20-7/31/2020-ANNUAL	100-00-16200-000	425.25
08/09/2019	188072	OMNI TECHNOLOGIES	119-1723	04/10/2019	PSA-FIRE ALARM 3/16/19 12/31/	100-11-51640-260-000	285.00
08/09/2019	188072	OMNI TECHNOLOGIES	119-1723	04/10/2019	PSA-FIRE ALARM 1/1/2020-3/15/	100-00-16200-000	75.00
Total 188072:							1,089.00
<b>188073</b>							
08/09/2019	188073	PEI - PERSONNEL EVALU	32933	06/30/2019	ADMIN-BLDG INSP MESSER & K	100-14-51430-216-000	40.00

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Total 188073:							40.00
<b>188074</b>							
08/09/2019	188074	PETERSON AUTO PARTS	5586-230002	07/26/2019	PW-WATER HOSE; NOZZLE	100-31-53240-350-000	120.65
Total 188074:							120.65
<b>188075</b>							
08/09/2019	188075	PLEASANT VALLEY NUR	1379	08/05/2019	ZOO-(8) REPLACEMENT TREES	870-52-55200-300-000	800.00
Total 188075:							800.00
<b>188076</b>							
08/09/2019	188076	PROGRESSIVE RESCUE	101095	07/11/2019	FD - RESCUE BELT	100-21-52200-346-000	45.00
Total 188076:							45.00
<b>188077</b>							
08/09/2019	188077	PSYCHOLOGY CENTER	VOLBRI0719	07/11/2019	PD- VOLTZ INTERVIEWS & TES	100-20-52110-215-000	950.00
Total 188077:							950.00
<b>188078</b>							
08/09/2019	188078	QUILL CORPORATION	8828227	07/18/2019	PK-TOILET PAPER & TOWELS	100-52-55200-340-000	304.93
08/09/2019	188078	QUILL CORPORATION	8992300	07/25/2019	ZOO-PRINTER INK	100-52-55410-340-000	409.02
08/09/2019	188078	QUILL CORPORATION	8992300	07/25/2019	CC-CLEANING WIPES	100-52-55130-340-000	8.49
Total 188078:							722.44
<b>188079</b>							
08/09/2019	188079	RENNERTS FIRE EQUIP	41067	07/23/2019	FD - READ CODES ON E-1 COM	100-21-52200-240-000	160.90
08/09/2019	188079	RENNERTS FIRE EQUIP	41104	08/05/2019	FD - ENGINE 1 ANALYSIS	100-21-52200-240-000	338.40
Total 188079:							499.30
<b>188080</b>							
08/09/2019	188080	S&S WORLDWIDE INC.	IN100187155	07/03/2019	REC-DODGEBALLS	100-53-55300-340-075	56.90
Total 188080:							56.90
<b>188081</b>							
08/09/2019	188081	SECURIAN FINANCIAL G	002832L-SE	08/07/2019	LIFE INSURANCE - SEPT. 2019	100-00-21533-000	2,034.69
Total 188081:							2,034.69
<b>188082</b>							
08/09/2019	188082	SHERWIN-WILLIAMS CO	5184-1	07/16/2019	ZOO-PAINT ROLLERS OTTER P	100-52-55410-280-000	21.20
08/09/2019	188082	SHERWIN-WILLIAMS CO	5197-3	07/17/2019	PW-PAINT MACHINE FILTERS	100-31-53300-368-000	28.44
08/09/2019	188082	SHERWIN-WILLIAMS CO	5355-7	07/25/2019	PW-5 GAL STRAINER	100-31-53300-368-000	219.00
Total 188082:							268.64
<b>188083</b>							
08/09/2019	188083	SHI INTERNATIONAL CO	B10250908	07/11/2019	ENG-PRINT CARTRIDGE MATTE	100-30-53100-310-000	60.08
08/09/2019	188083	SHI INTERNATIONAL CO	B10312476	07/23/2019	FD-MS OFFICE FOR WILLER	100-21-52200-392-000	265.50

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 188083:							325.58
<b>188084</b>							
08/09/2019	188084	SNAP-ON INDUSTRIAL	ARV/407109	07/26/2019	PW-SHOP PRY BAR	100-31-53240-340-000	14.35
08/09/2019	188084	SNAP-ON INDUSTRIAL	ARV/407166	07/27/2019	PW-SHAP - RATCHET	100-31-53240-340-000	79.28
Total 188084:							93.63
<b>188085</b>							
08/09/2019	188085	STALKER RADAR APPLIE	351590	07/24/2019	PD- ANTENNA RADAR	100-20-52110-814-000	3,049.00
Total 188085:							3,049.00
<b>188086</b>							
08/09/2019	188086	STEPP EQUIPMENT CO.	I20-805524	07/31/2019	PW - TRUCK#83 ARM REPAIR	100-31-53635-240-000	28,934.93
Total 188086:							28,934.93
<b>188087</b>							
08/09/2019	188087	SUNRISE PROPERTY CA	7960	06/27/2019	PD-MOWING 1032 5TH ST	100-31-53640-270-000	35.00
08/09/2019	188087	SUNRISE PROPERTY CA	8029	07/09/2019	PD-MOWING 213 LYNN ST 7/2	100-31-53640-270-000	54.80
08/09/2019	188087	SUNRISE PROPERTY CA	8081	08/02/2019	PD-MOWING/ROCKS 2 PROPER	100-31-53640-270-000	144.04
Total 188087:							233.84
<b>188088</b>							
08/09/2019	188088	SUPREME AWARDS	048215	07/29/2019	REC-SOFTBALL AWARDS	100-53-46751-091	59.75
Total 188088:							59.75
<b>188089</b>							
08/09/2019	188089	SYMBOL ARTS	0335505-IN	07/26/2019	PD- 10 YEAR BADGES CONNEL	100-20-52110-392-000	230.00
Total 188089:							230.00
<b>188090</b>							
08/09/2019	188090	TOP PACK DEFENSE	2521	07/01/2019	PD-STATZ RADIO POUCH, DUT	100-20-52110-392-000	117.20
08/09/2019	188090	TOP PACK DEFENSE	2587	07/22/2019	PD- VOLTZ UNIFORM HATS	100-20-52110-346-000	43.19
08/09/2019	188090	TOP PACK DEFENSE	2601	07/26/2019	PD- VOLTZ UNIFORM PANTS &	100-20-52110-346-000	127.98
Total 188090:							288.37
<b>188091</b>							
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	MAYOR-JUNE 2019 CELL PHON	100-10-51410-220-000	42.50
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	CLK-JUNE 2019 CELL PHONE	100-11-51640-220-000	26.50
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	WATER-WADE- JUNE 2019 CELL	100-00-15640-000	48.00
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	FD-JUNE 2019 CELL PHONE	100-21-52200-220-000	203.83
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	ENG-JUNE 2019 CELL PHONE	100-30-53100-220-000	38.50
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	PD-JUNE 2019 CELL PHONE	100-20-52110-220-000	290.11
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	CC-JUNE 2019 CELL PHONE	100-52-55130-220-000	2.05
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	LIB-JUNE 2019 CELL PHONE	100-51-55110-220-000	127.14
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	CDA- JUNE 2019 CELL PHONE	100-00-15980-000	38.00
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	FD-JUNE 2019 DOOR BELL	100-21-51610-220-000	41.47
08/09/2019	188091	US CELLULAR	0319327435	07/08/2019	ZOO-JUNE 2019 CELL PHONE	100-52-55410-220-000	.94

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Total 188091:							859.04
<b>188092</b>							
08/09/2019	188092	USTUPSKI, CARL	REIMB202-0	08/01/2019	PD- USTUPSKI CONTACT LENS	100-20-52110-346-000	100.00
Total 188092:							100.00
<b>188093</b>							
08/09/2019	188093	VERIZON WIRELESS	9834703463	07/23/2019	FORESTRY - TABLET INTERNET	100-52-56110-250-000	40.01
08/09/2019	188093	VERIZON WIRELESS	9834730484	07/23/2019	PD- SQUAD MODEMS (12)	100-20-52110-270-000	440.15
08/09/2019	188093	VERIZON WIRELESS	9834730484	07/23/2019	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	429.84
Total 188093:							910.00
<b>188094</b>							
08/09/2019	188094	VILLAGE OF WEST BARA	APR-JUNE 2	07/15/2019	PW-APRIL-JUNE 2019 HWY 12 B	100-31-53420-222-000	252.98
Total 188094:							252.98
<b>188095</b>							
08/09/2019	188095	VINYL GRAPHICS FOR Y	1148	07/22/2019	FD - GRAPHICS FOR NEW TRU	420-21-52200-810-000	650.00
Total 188095:							650.00
<b>188096</b>							
08/09/2019	188096	Wachter INC	080119	08/01/2019	ENG-PERMIT 190185 DAIRY QU	100-22-44310-000	100.00
Total 188096:							100.00
<b>188097</b>							
08/09/2019	188097	WALMART	7289-072219	07/22/2019	REC-GOLF BALLS	100-53-55300-340-075	15.76
08/09/2019	188097	WALMART	7289-072219	07/22/2019	REC-THEATER SUPPLIES	100-53-55300-340-160	25.82
08/09/2019	188097	WALMART	7289-072219	07/22/2019	ZOO-ANIMAL FOOD	100-52-55410-342-000	19.70
08/09/2019	188097	WALMART	7289-072219	07/22/2019	ZOO-SUPPLIES	100-52-55410-340-000	32.91
Total 188097:							94.19
<b>188098</b>							
08/09/2019	188098	WILLER, MARK	WILLER0717	07/30/2019	FD - TENNESSEE MEALS	100-21-52200-330-000	70.03
Total 188098:							70.03
<b>188099</b>							
08/09/2019	188099	Wisconsin Department of R	KATCHER, A	08/06/2019	TRE-SDC TICKET PAYMENT	100-00-21100-000	75.00
Total 188099:							75.00
<b>188100</b>							
08/09/2019	188100	WISE, DEANA	10667	07/24/2019	POOL-REFUND SWIM LESSON	100-53-46750-220	30.00
Total 188100:							30.00
<b>188101</b>							
08/09/2019	188101	WRPQ RADIO	19070096	07/31/2019	CITY-JULY 2019 CABLE CHANN	100-10-55370-215-000	2,666.67

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Total 188101:							2,666.67
<b>7002023</b>							
08/09/2019	7002023	BAKER TILLY VIRCHOW	BT1447753	06/29/2019	FIN-12/31/18 FINANCIAL STATE	100-11-51510-215-000	3,696.00
08/09/2019	7002023	BAKER TILLY VIRCHOW	BT1447753	06/29/2019	TIF 9--2018 FIN STATEMENT AU	309-11-51510-215-000	50.00
08/09/2019	7002023	BAKER TILLY VIRCHOW	BT1447753	06/29/2019	TIF VI- 2018 FIN STATEMENT A	360-11-51510-215-000	50.00
08/09/2019	7002023	BAKER TILLY VIRCHOW	BT1447753	06/29/2019	TIF 7-2018 FIN STATEMENT AU	370-11-51510-215-000	50.00
08/09/2019	7002023	BAKER TILLY VIRCHOW	BT1447753	06/29/2019	TIF 8--2018 FIN STATEMENT AU	380-11-51510-215-000	50.00
Total 7002023:							3,896.00
<b>7002024</b>							
08/09/2019	7002024	CAPITAL NEWSPAPERS	1646957	07/09/2019	ENG-TUTTLE HEIGHTS ZONING	100-22-56400-210-000	57.16
08/09/2019	7002024	CAPITAL NEWSPAPERS	1649134	07/18/2019	COUNCIL-MINUTES 6/25/19	100-10-51100-210-000	13.76
08/09/2019	7002024	CAPITAL NEWSPAPERS	1649146	07/18/2019	ENG-PUB HEARING-VACATE M	100-30-53100-210-000	41.50
08/09/2019	7002024	CAPITAL NEWSPAPERS	1649536	07/18/2019	PK-LEGAL AD FOR KAYAK LAUN	100-52-55200-320-000	53.20
08/09/2019	7002024	CAPITAL NEWSPAPERS	1650335	07/25/2019	AIR-PUBLIC HEARING-DEVELO	630-35-53510-210-000	37.54
08/09/2019	7002024	CAPITAL NEWSPAPERS	1651693	08/01/2019	FIN-2ND QTR BUDGET AMEND	100-11-51500-210-000	334.18
08/09/2019	7002024	CAPITAL NEWSPAPERS	1651695	08/01/2019	COUNCIL-ORD 2523-2526	100-10-51100-210-000	13.76
08/09/2019	7002024	CAPITAL NEWSPAPERS	1651705	08/01/2019	COUNCIL-MINUTES 7/09/19-7/10	100-10-51100-210-000	28.84
Total 7002024:							579.94
<b>7002025</b>							
08/09/2019	7002025	CROELL REDI-MIX INC	365630	07/23/2019	SW-4000 PSI; STORMWTER SIN	950-36-83100-410-000	148.75
Total 7002025:							148.75
<b>7002026</b>							
08/09/2019	7002026	GLACIER VALLEY FORD I	123479	07/24/2019	PW-#3; PUMP ASSEMBLY; V-BEL	100-31-53240-350-000	438.10
08/09/2019	7002026	GLACIER VALLEY FORD I	123497	07/29/2019	PW-TRK #3 DOOR GLASS	100-52-55200-240-000	136.50
08/09/2019	7002026	GLACIER VALLEY FORD I	94302	06/24/2019	PD- #47 JUMP START & INSPEC	100-20-52110-240-000	14.95
08/09/2019	7002026	GLACIER VALLEY FORD I	94639	07/11/2019	PD- #45 OIL CHANGE & ROTATI	100-20-52110-240-000	46.03
08/09/2019	7002026	GLACIER VALLEY FORD I	94640	07/11/2019	FD - CHECK TIRE ON CAR 2 FO	100-21-52200-240-000	15.00
08/09/2019	7002026	GLACIER VALLEY FORD I	94707	07/15/2019	PD- #43 OIL CHANGE & ROTATI	100-20-52110-240-000	40.23
08/09/2019	7002026	GLACIER VALLEY FORD I	94803	07/18/2019	PD- #42 OIL CHANGE	100-20-52110-240-000	24.98
08/09/2019	7002026	GLACIER VALLEY FORD I	94870	07/22/2019	PD- #43 MOUNT & ALIGN 4 TIRE	100-20-52110-240-000	138.93
Total 7002026:							854.72
<b>7002027</b>							
08/09/2019	7002027	GORDON FLESCH	IN12659434	07/15/2019	FD - COPIER SERVICE	100-21-52200-310-000	43.15
Total 7002027:							43.15
<b>7002028</b>							
08/09/2019	7002028	HILLS WIRING INC	74076	07/10/2019	PW-MONTHLY LIGHT CHECK H	100-31-53420-270-000	482.83
08/09/2019	7002028	HILLS WIRING INC	74086	06/30/2019	PW - HISTORIC LIGHT REPAIRS	100-31-53420-270-000	1,663.67
Total 7002028:							2,146.50
<b>7002029</b>							
08/09/2019	7002029	ISTATE TRUCK CENTER	C271013544:	07/11/2019	PW-DRUM CORE CREDIT	100-31-53240-348-000	25.00-
08/09/2019	7002029	ISTATE TRUCK CENTER	C271015131:	07/31/2019	PW-55 GAL DRUM DEF & CORE	100-31-53240-348-000	165.20

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Total 7002029:							140.20
<b>7002030</b>							
08/09/2019	7002030	LAWSON PRODUCTS INC	9306856031	07/10/2019	PW - SAFETY VEST	100-31-53230-319-000	67.52
08/09/2019	7002030	LAWSON PRODUCTS INC	9306856031	07/10/2019	PW - MACHINERY AND EQUIP.	100-31-53240-350-000	265.78
08/09/2019	7002030	LAWSON PRODUCTS INC	9306856032	07/10/2019	PW - SIGNS, TAP WRENCH SET	100-31-53300-364-000	1,141.82
08/09/2019	7002030	LAWSON PRODUCTS INC	9306856033	07/10/2019	PW - SIGNS, FREIGHT ON TOO	100-31-53300-364-000	11.99
Total 7002030:							1,487.11
<b>7002031</b>							
08/09/2019	7002031	MENARDS - BARABOO	12834-31900	06/11/2019	ZOO-OTTER EXHIBIT CONSTRU	100-52-55410-280-000	112.48
08/09/2019	7002031	MENARDS - BARABOO	14714-31900	07/05/2019	PW-METER ROOM LIGHT FIXTU	100-31-53270-260-000	14.28
08/09/2019	7002031	MENARDS - BARABOO	15181-31900	07/11/2019	ZOO-EXHIBIT REPAIRS	100-52-55200-280-000	124.47
08/09/2019	7002031	MENARDS - BARABOO	15186-31900	07/11/2019	ZOO-EXHIBIT REPAIRS	100-52-55200-280-000	16.86
08/09/2019	7002031	MENARDS - BARABOO	15209-31900	07/11/2019	ZOO-FENCE STAIN & BRUSHES	100-52-55410-280-000	124.92
08/09/2019	7002031	MENARDS - BARABOO	15220-31900	07/11/2019	ZOO-EXHIBIT REPAIRS	100-52-55200-280-000	61.57
08/09/2019	7002031	MENARDS - BARABOO	15278-31900	07/12/2019	PW-#54 MR CLEAN; ENERGIZE	950-36-81000-350-000	29.95
08/09/2019	7002031	MENARDS - BARABOO	15464-31900	07/14/2019	ZOO-CLEANING SUPPLIES	100-52-55410-340-000	23.03
08/09/2019	7002031	MENARDS - BARABOO	15464-31900	07/14/2019	ZOO-OFFICE SUPPLIES & CAT	100-52-55410-340-000	13.38
08/09/2019	7002031	MENARDS - BARABOO	15464-31900	07/14/2019	ZOO-FEED	100-52-55410-342-000	25.02
08/09/2019	7002031	MENARDS - BARABOO	15537-31900	07/15/2019	ZOO-PAINT & ROLLER	100-52-55410-350-000	53.84
08/09/2019	7002031	MENARDS - BARABOO	15555-31900	07/15/2019	ZOO-TARP	100-52-55410-340-000	53.96
08/09/2019	7002031	MENARDS - BARABOO	15601-31900	07/16/2019	PK-CABINET, SIGN FASTENERS	100-52-55200-280-000	24.19
08/09/2019	7002031	MENARDS - BARABOO	15698-31900	07/17/2019	FD - MISC. SUPPLIES	100-21-52200-350-000	70.08
08/09/2019	7002031	MENARDS - BARABOO	15746-31900	07/18/2019	PW-VESTS & RAIN SUIT	100-31-53230-319-000	89.93
08/09/2019	7002031	MENARDS - BARABOO	15746-31900	07/18/2019	PW-SPRAYER/128 OZ CLR ENH	100-31-53270-340-000	52.40
08/09/2019	7002031	MENARDS - BARABOO	15746-31900	07/18/2019	PW-AIR FILTERS M8	100-31-53270-350-000	62.86
08/09/2019	7002031	MENARDS - BARABOO	15755-31900	07/18/2019	PK-TOILET LEVER	100-52-55200-350-000	4.28
08/09/2019	7002031	MENARDS - BARABOO	15805-31900	07/18/2019	ZOO-POL FOR ANIMALS	100-52-55410-340-000	14.88
08/09/2019	7002031	MENARDS - BARABOO	15855-31900	07/19/2019	ZOO-REPAIR PARTS	100-52-55410-350-000	46.10
08/09/2019	7002031	MENARDS - BARABOO	15874-31900	07/19/2019	ZOO-EXHIBIT PLUMBING SUPP	100-52-55410-280-000	55.04
08/09/2019	7002031	MENARDS - BARABOO	16176-31900	07/23/2019	PW-ORANGE CORD; FUNNELS	100-31-53240-350-000	9.95
08/09/2019	7002031	MENARDS - BARABOO	16195-31900	07/23/2019	ZOO-REPAIR PARTS	100-52-55410-350-000	27.69
08/09/2019	7002031	MENARDS - BARABOO	16263-31900	07/24/2019	FORESTRY-PITCHFORK	100-52-56110-340-000	34.99
08/09/2019	7002031	MENARDS - BARABOO	16359-31900	07/25/2019	ZOO-BRUSHES & PAINT	100-52-55410-350-000	20.97
08/09/2019	7002031	MENARDS - BARABOO	16360-31900	07/25/2019	PK-LUMBER	100-52-55200-260-000	74.83
08/09/2019	7002031	MENARDS - BARABOO	16360-31900	07/25/2019	PK-DRILL BITS	100-52-55200-340-000	65.11
08/09/2019	7002031	MENARDS - BARABOO	16373-31900	07/25/2019	ZOO-EXHIBIT REPAIRS	100-52-55410-350-000	33.19
08/09/2019	7002031	MENARDS - BARABOO	16690-31900	07/29/2019	ZOO-EXHIBIT REPAIRS	100-52-55410-280-000	216.44
08/09/2019	7002031	MENARDS - BARABOO	16763-31900	07/30/2019	PK-MAINTENANCE SUPPLY	100-52-55200-340-000	87.64
08/09/2019	7002031	MENARDS - BARABOO	16812-31900	07/30/2019	ZOO-SUPPLIES	100-52-55410-340-000	177.12
08/09/2019	7002031	MENARDS - BARABOO	16859-31900	07/31/2019	PW-BATTERIES/ PROPANE CYL	100-31-53240-350-000	19.93
08/09/2019	7002031	MENARDS - BARABOO	16973-31900	08/01/2019	FD - COAX CABLE AND SWITCH	100-21-52200-350-000	30.97
Total 7002031:							1,872.35
<b>7002032</b>							
08/09/2019	7002032	NORTH WOODS SUPERI	235317	08/02/2019	FD - CLEANING SUPPLIES	100-21-52200-350-000	381.90
Total 7002032:							381.90
<b>7002033</b>							
08/09/2019	7002033	STAFFORD ROSENBAUM	1226335	07/23/2019	ATTY-PFAFF LEGAL FEES	720-11-51493-510-000	640.50

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Total 7002033:							640.50
<b>7002034</b>							
08/09/2019	7002034	UW-MADISON LAW SCHO	57F14272	07/31/2019	ATTY-WIS JI-CRIMINAL	100-13-51300-320-000	99.00
Total 7002034:							99.00
<b>7002035</b>							
08/09/2019	7002035	WASTE MANAGEMENT C	0682471-484	08/01/2019	PW-JULY 2019 GARBAGE	100-31-53630-270-000	18,866.26
08/09/2019	7002035	WASTE MANAGEMENT C	0682471-484	08/01/2019	PW-JULY 2019 RECYCLING	100-31-53635-290-000	3,347.09
Total 7002035:							22,213.35
Grand Totals:							172,979.53

FINANCE COMMITTEE APPROVAL:

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(Chairman)

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(Date)

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<b>16254</b>						
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-MANCHESTER SLUDGE	960-36-82710-222-000	14.97
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-8TH ST GRINDER PUMP	960-36-83200-222-000	17.28
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-WEST GARAGE	960-36-82100-222-000	14.51
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-MANCHESTER CONTROL	960-36-82100-222-000	7,770.87
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-MANCHESTER CONTROL	960-36-82710-222-000	583.84
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-POTTER ST LIFTSTATION	960-36-83200-222-000	28.80
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-HEADWORKS BLDG	960-36-82200-222-000	14.51
07/23/2019	ALLIANT ENERGY	S608212JUL	07/15/2019	SEWER-ST RD 33 LIFTSTATION	960-36-83200-222-000	63.97
07/23/2019	ALLIANT ENERGY	W082330JUL	07/10/2019	WATER-WELL NO. 6-SAUK AVE	970-37-62300-222-000	3,083.77
07/23/2019	ALLIANT ENERGY	W082330JUL	07/10/2019	WATER-WELL NO. 6-SAUK AVE	970-37-66500-223-000	13.75
07/23/2019	ALLIANT ENERGY	W163810JUL	07/10/2019	WATER-EAST ST TOWER	970-37-66500-222-000	42.93
07/23/2019	ALLIANT ENERGY	W233450JUL	07/10/2019	WA-BARNHART TOWER@COMM PKW	970-37-66500-222-000	25.16
07/23/2019	ALLIANT ENERGY	W379642JUL	07/10/2019	WATER-WELL NO. 7-801 GALL RD	970-37-62300-222-000	2,338.97
07/23/2019	ALLIANT ENERGY	W379642JUL	07/10/2019	WATER-WELL NO. 7-801 GALL RD	970-37-66500-223-000	13.75
07/23/2019	ALLIANT ENERGY	W406031JUL	07/10/2019	WATER-WELL NO. 4-7TH ST	970-37-62300-222-000	2,084.06
07/23/2019	ALLIANT ENERGY	W406031JUL	07/10/2019	WATER-WELL NO. 4-7TH ST	970-37-66500-223-000	15.80
07/23/2019	ALLIANT ENERGY	W430251JUL	07/10/2019	WATER-WELL NO. 8-721 2ND AVE	970-37-62300-222-000	2,370.67
07/23/2019	ALLIANT ENERGY	W430251JUL	07/10/2019	WATER-WELL NO. 8-721 2ND AVE	970-37-66500-223-000	13.75
07/23/2019	ALLIANT ENERGY	W647465JUL	07/10/2019	WATER-MOORE ST TOWER	970-37-66500-222-000	36.23
07/23/2019	ALLIANT ENERGY	W681563JUL	07/10/2019	WATER-MINE RD TOWER	970-37-66500-222-000	84.49
07/23/2019	ALLIANT ENERGY	W694255JUL	07/10/2019	WATER-OAK ST HI-LIFT STATION	970-37-62300-222-000	439.58
07/23/2019	ALLIANT ENERGY	W694255JUL	07/10/2019	WATER-OAK ST HI-LIFT STATION	970-37-66500-223-000	23.13
07/23/2019	ALLIANT ENERGY	W799954JUL	07/10/2019	WATER-BIRCH ST TOWER-RADIO BLD	970-37-66500-222-000	52.21
07/23/2019	ALLIANT ENERGY	W921475JUL	07/11/2019	WATER-COMM AVE BOOSTER STATI	970-37-62300-222-000	141.08
07/23/2019	ALLIANT ENERGY	W921475JUL	07/11/2019	WATER-COMM AVE BOOSTER STATI	970-37-66500-223-000	31.61
07/23/2019	ALLIANT ENERGY	W978710JUL	07/10/2019	WATER-WELL NO. 2-722 HILL ST	970-37-62300-222-000	1,175.05
Total 16254:						20,494.74
<b>16255</b>						
07/23/2019	US POSTAL SERVICE	U7/2019	07/23/2019	UTIL-PAST DUES-QTR #2, 2019	970-37-90300-343-000	181.50
07/23/2019	US POSTAL SERVICE	U7/2019	07/23/2019	UTIL-PAST DUES-QTR #2, 2019	960-36-85100-343-000	181.50
07/23/2019	US POSTAL SERVICE	U7/2019	07/23/2019	UTIL-PAST DUES-QTR #2, 2019	950-36-84000-343-000	246.50
Total 16255:						609.50
<b>16256</b>						
07/31/2019	CARDMEMBER SERVICE	W07152019	07/15/2019	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	61.40
07/31/2019	CARDMEMBER SERVICE	W07152019	07/15/2019	WA-SERVICE PART RETURN-FORD M	970-37-67500-340-000	8.30
07/31/2019	CARDMEMBER SERVICE	W07152019	07/15/2019	WA-MOTEL-XCONNECT CLASS@PLO	970-37-92600-320-000	158.38
Total 16256:						228.08
<b>16257</b>						
07/31/2019	CENTURYLINK	S301299619	07/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	41.79
07/31/2019	CENTURYLINK	S301299619	07/17/2019	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
07/31/2019	CENTURYLINK	W301217861	07/17/2019	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.96
07/31/2019	CENTURYLINK	W301217861	07/17/2019	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.97
Total 16257:						119.66
<b>16258</b>						
07/31/2019	CINTAS CORPORATION #015K	S402552961	07/09/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
07/31/2019	CINTAS CORPORATION #015K	S402647603	07/23/2019	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
07/31/2019	CINTAS CORPORATION #015K	W402552971	07/09/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76

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07/31/2019	CINTAS CORPORATION #015K	W402647604	07/23/2019	WATER-TOWELS-WATER UTLY	970-37-66500-340-000	10.76
Total 16258:						41.22
<b>16259</b>						
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CSC BLDG EXP	950-36-84000-530-000	366.10
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CSC BLDG EXP	960-36-85100-226-000	26.84
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CSC BLDG EXP	960-36-85100-260-000	339.26
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CSC BLDG EXP	970-37-92100-260-000	2,196.55
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 TASC FEES	970-37-66200-136-000	15.93
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 TASC FEES	970-37-90300-136-000	5.31
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 TASC FEES	970-37-92000-136-000	11.94
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 TASC FEES	960-36-84000-136-000	5.31
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 TASC FEES	960-36-85000-136-000	3.99
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CCC TECH FAX	950-36-84000-250-000	31.28
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CCC TECH FAX	960-36-85100-250-000	31.28
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CCC TECH FAX	970-37-92100-250-000	31.28
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 PHONE	960-36-85100-220-000	78.73
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 PHONE	970-37-92100-220-000	39.36
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 PHONE	970-37-66500-220-000	39.36
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	960-36-85100-220-000	84.02
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	970-37-92100-220-000	84.02
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	950-36-84000-310-000	5.26
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	960-36-85100-310-000	5.26
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	970-37-92100-310-000	5.15
07/31/2019	CITY OF BARABOO	U11411	06/30/2019	UTIL-QTR #2, 2019 CELL/COPIES	970-37-90300-310-000	.11
Total 16259:						3,406.34
<b>16260</b>						
07/31/2019	CITY OF BARABOO-STORMWA	STJUL2019	07/31/2019	STORMWATER-JULY 2019 RECEIPTS	970-37-40419-001	2.79
07/31/2019	CITY OF BARABOO-STORMWA	STJUL2019	07/31/2019	STORMWATER-JULY 2019 RECEIPTS	999-00-10005-000	156,129.74
Total 16260:						156,132.53
<b>16261</b>						
07/31/2019	CORE & MAIN LP	S-K869516	07/17/2019	SEWER-INVENTORY-ACCT 97801	960-96-10154-001	4,104.00
07/31/2019	CORE & MAIN LP	W-K837773	07/23/2019	WATER-INVENTORY-ACCT 97801	970-96-10154-001	777.57
Total 16261:						4,881.57
<b>16262</b>						
07/31/2019	CROELL REDI-MIX INC	W363424	07/17/2019	WA-CURB:HYDRANT@DRAPER ST	970-96-10348-001	238.00
07/31/2019	CROELL REDI-MIX INC	W363773	07/18/2019	WA-CURB:SERVICE@LAKE ST	970-37-67500-238-000	238.00
Total 16262:						476.00
<b>16263</b>						
07/31/2019	DIGGERS HOTLINE INC	U190664101	06/30/2019	UTIL-2019 PREPAYMENT #2	970-37-66500-231-000	464.54
07/31/2019	DIGGERS HOTLINE INC	U190664101	06/30/2019	UTIL-2019 PREPAYMENT #2	960-36-85100-231-000	464.53
07/31/2019	DIGGERS HOTLINE INC	U190664101	06/30/2019	UTIL-2019 PREPAYMENT #2	950-36-85000-231-000	464.53
Total 16263:						1,393.60
<b>16264</b>						
07/31/2019	DONOHUE & ASSOCIATES INC	W13574-02	07/25/2019	WA-ENG:OAK ST HILIFT ELECTRICAL	970-96-10183-001	5,740.00

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Total 16264:						5,740.00
<b>16265</b>						
07/31/2019	FIRST CALL	S2366-43553	07/16/2019	SE-POWER RTD BELT-CUST 1136159	960-36-83100-340-000	16.40
Total 16265:						16.40
<b>16266</b>						
07/31/2019	FIRST SUPPLY LLC MADISON	W11749152-	07/23/2019	WA-VALVE STEM KITS-CUST 5004019	970-37-67300-236-000	1,234.00
07/31/2019	FIRST SUPPLY LLC MADISON	W11763974	07/19/2019	WATER-INVENTORY-CUST 5004019	970-96-10154-001	3,899.50
07/31/2019	FIRST SUPPLY LLC MADISON	W11763974	07/19/2019	WATER-MAIN GASKET-CUST 5004019	970-37-67300-236-000	.01
07/31/2019	FIRST SUPPLY LLC MADISON	W11763974-	07/19/2019	WATER-MAIN SUPPLIES -CUST 50040	970-37-67300-236-000	85.59
07/31/2019	FIRST SUPPLY LLC MADISON	W11785110	07/26/2019	WA-HYMAX CR: 2 REC'D--4 INVOICED	970-96-10154-001	426.00-
Total 16266:						4,793.10
<b>16267</b>						
07/31/2019	HOHLS PROPANE INC	W246007	07/19/2019	WA-WELL #2 LP (60 GALS@\$1.099)	970-37-62300-223-000	32.97
07/31/2019	HOHLS PROPANE INC	W246007	07/19/2019	WA-WELL #2 LP (60 GALS@\$1.099)	970-37-66500-223-000	32.97
Total 16267:						65.94
<b>16268</b>						
07/31/2019	MAILBOXES PACK N SHIP LLC	S60138	07/10/2019	SEWER-MERCURY TEST SAMPLE	960-36-82700-217-000	12.09
Total 16268:						12.09
<b>16269</b>						
07/31/2019	MENARDS - BARABOO	S15605	07/16/2019	SE-WINDSHIELD WASH-ACCT 319002	960-36-82800-240-000	6.36
07/31/2019	MENARDS - BARABOO	S15605	07/16/2019	SEWER-SOAP/TOILET PAPER	960-36-85600-390-000	16.91
07/31/2019	MENARDS - BARABOO	S15605	07/16/2019	SE-CONCRETE/PARTS: MANHOLE RE	960-36-83100-236-000	214.79
07/31/2019	MENARDS - BARABOO	S16301	07/24/2019	SE-CONCRETE/TOOLS: MANHOLE RE	960-36-83100-236-000	182.36
07/31/2019	MENARDS - BARABOO	W13520	06/19/2019	WA-BLUE MARKING PAINT #31900285	970-37-66500-340-000	101.28
07/31/2019	MENARDS - BARABOO	W15844	07/19/2019	WA-SURGE PROTECT OUTLET: MINE	970-37-67200-250-000	4.89
07/31/2019	MENARDS - BARABOO	W15862	07/19/2019	WA-SURGE PROTECT OUTLET: MINE	970-37-67200-250-000	4.89
Total 16269:						531.48
<b>16270</b>						
07/31/2019	NAPA AUTO PARTS	W354284	06/28/2019	WA-SPARK PLUG:GENERATOR@CTY	970-37-67200-250-000	4.18
07/31/2019	NAPA AUTO PARTS	W354299	06/28/2019	WATER-CHASER TOOL-ACCT 1095	970-37-66500-340-000	5.71
07/31/2019	NAPA AUTO PARTS	W354601	07/02/2019	WA-FUSE HOLDER: LSC 6" METER	970-37-66300-340-000	3.14
Total 16270:						13.03
<b>16271</b>						
07/31/2019	NORTHERN LAKE SERVICE INC	S360019	07/22/2019	SE-MERCURY TESTS-CLIENT 91530	960-36-82700-217-000	255.00
Total 16271:						255.00
<b>16272</b>						
07/31/2019	OMNI MATERIALS INC	S340623	06/30/2019	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	2,896.93
07/31/2019	OMNI MATERIALS INC	S340769	07/14/2019	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	1,482.77

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Total 16272:						4,379.70
<b>16273</b>						
07/31/2019	PETERSON, WADE D	U07/2019MI	07/25/2019	UTIL-JULY 2019 MILEAGE	970-37-93000-330-000	65.25
07/31/2019	PETERSON, WADE D	U07/2019MI	07/25/2019	UTIL-JULY 2019 MILEAGE	960-36-85100-330-000	65.25
Total 16273:						130.50
<b>16274</b>						
07/31/2019	RIVERSIDE RENTALS	W66714	07/24/2019	WA-20# CYLINDER-CO2 REFILL	970-37-67500-238-000	25.00
Total 16274:						25.00
<b>16275</b>						
07/31/2019	SHERWIN-WILLIAMS CO	W8875-2	07/12/2019	WA-PAINT:HYDRANT CAPS #1000-598	970-37-67700-241-000	44.39
Total 16275:						44.39
<b>16276</b>						
07/31/2019	SPRECHER PLUMBING INC	W10949	07/25/2019	WA-REPLACE LEAD SERVICE@126 M	261-37-53700-238-000	3,000.00
07/31/2019	SPRECHER PLUMBING INC	W10949	07/25/2019	WA-REPLACE LEAD SERVICE@126 M	261-00-25640-000	3,000.00
07/31/2019	SPRECHER PLUMBING INC	W10949	07/25/2019	WA-REPLACE LEAD SERVICE@126 M	970-96-10145-001	3,000.00
Total 16276:						3,000.00
<b>16277</b>						
07/31/2019	US CELLULAR	U031980883	07/10/2019	UTIL-JULY SCADA SERVICE@WELLS	970-37-63300-250-000	110.36
07/31/2019	US CELLULAR	U031980883	07/10/2019	UTIL-JULY SCADA SERVICE@TOWER	970-37-67200-250-000	110.36
07/31/2019	US CELLULAR	U031980883	07/10/2019	UTIL-JULY SCADA SERVICE@BOOST	970-37-67800-250-000	55.18
Total 16277:						275.90
<b>16278</b>						
07/31/2019	UW SOIL TESTING LAB	S558293062	06/05/2019	SEWER-SOIL TESTS-ID 558293	960-36-82710-340-000	80.00
Total 16278:						80.00
Grand Totals:						207,145.77

FINANCE COMMITTEE APPROVAL:

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(Chairman)

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(Date)

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>16279</b>						
08/09/2019	CENTURY SPRINGS	S4903167	07/09/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	37.00
08/09/2019	CENTURY SPRINGS	S4906841	08/06/2019	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	28.50
Total 16279:						65.50
<b>16280</b>						
08/09/2019	CORE & MAIN LP	U-K939601	07/29/2019	UTIL-SENSUS HOSTING FEE-YR #4	960-36-85100-250-000	6,682.00
08/09/2019	CORE & MAIN LP	U-K939601	07/29/2019	UTIL-SENSUS HOSTING FEE-YR #4	970-37-90200-340-000	6,682.00
Total 16280:						13,364.00
<b>16281</b>						
08/09/2019	FASTENAL COMPANY	W-WIBAR21	07/17/2019	WA-MAIN FLAP DISCS (40+60 GRIT)	970-37-67300-340-000	35.97
08/09/2019	FASTENAL COMPANY	W-WIBAR21	07/25/2019	WATER-HYDRANT SCREWS/NUTS	970-37-67700-241-000	18.31
08/09/2019	FASTENAL COMPANY	W-WIBAR21	07/25/2019	WATER-VALVE SCREWS/NUTS	970-37-67300-236-000	5.59
Total 16281:						59.87
<b>16282</b>						
08/09/2019	FICHTER, ROBERT	S862019	08/06/2019	SEWER-LAB DISTILLED WATER	960-36-82700-340-000	8.94
Total 16282:						8.94
<b>16283</b>						
08/09/2019	GRAINGER	U925002805	08/01/2019	UTIL-CALIBRATION GAS CYLINDERS	950-36-83100-340-000	82.09
08/09/2019	GRAINGER	U925002805	08/01/2019	UTIL-CALIBRATION GAS CYLINDERS	960-36-83100-340-000	82.09
08/09/2019	GRAINGER	U925002805	08/01/2019	UTIL-CALIBRATION GAS CYLINDERS	970-37-66500-340-000	82.09
Total 16283:						246.27
<b>16284</b>						
08/09/2019	HUB CHEMICAL CO. INC.	S5146	07/26/2019	SE-MAIN/RIVER XING DEGREASER	960-36-83100-340-000	1,125.00
Total 16284:						1,125.00
<b>16285</b>						
08/09/2019	KLEIN, ROBERT	W812019	08/01/2019	WA-STEELTOE BOOT REIMBURSEMT	970-37-90200-346-000	84.43
Total 16285:						84.43
<b>16286</b>						
08/09/2019	MARTELLE WATER TREATMEN	W18677	07/29/2019	WA-AQUAMAG/CHLORINE/FLUORIDE	970-37-64100-345-000	1,754.00
Total 16286:						1,754.00
<b>16287</b>						
08/09/2019	MICHELS CORPORATION	S1792021	08/01/2019	SE-MAIN LINING (1035 LF OF 15" PIPE	960-36-83100-236-000	43,109.25
08/09/2019	MICHELS CORPORATION	S1792021	08/01/2019	SE-MORE STRUCTURAL SUPPORT P	960-36-83100-236-000	9,522.00
Total 16287:						52,631.25
<b>16288</b>						
08/09/2019	NCL OF WISCONSIN INC	S426331	07/23/2019	SE-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	93.03

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Total 16288:						93.03
<b>16289</b>						
08/09/2019	OFFICE DEPOT INC	W347258293	07/24/2019	WATER-UPS @ MINE RD TOWER	970-37-67200-239-000	339.99
Total 16289:						339.99
<b>16290</b>						
08/09/2019	Portage-Ford-Chrysler-Dodge-Jee	W6027528/1	08/07/2019	WA-FUEL SENSOR RESET: BLUE DU	970-37-66200-240-000	132.23
Total 16290:						132.23
<b>16291</b>						
08/09/2019	POTTER PLUMBING LLC	W2006	07/31/2019	WA-REPLACE LEAD SERVICE@203 E	261-37-53700-238-000	3,000.00
08/09/2019	POTTER PLUMBING LLC	W2006	07/31/2019	WA-REPLACE LEAD SERVICE@203 E	970-96-10145-001	3,000.00
08/09/2019	POTTER PLUMBING LLC	W2006	07/31/2019	WA-REPLACE LEAD SERVICE@203 E	261-00-25640-000	3,000.00
08/09/2019	POTTER PLUMBING LLC	W2007	07/31/2019	WA-REPLACE LEAD SERVICE@731 3	261-37-53700-238-000	3,000.00
08/09/2019	POTTER PLUMBING LLC	W2007	07/31/2019	WA-REPLACE LEAD SERVICE@731 3	970-96-10145-001	3,000.00
08/09/2019	POTTER PLUMBING LLC	W2007	07/31/2019	WA-REPLACE LEAD SERVICE@731 3	261-00-25640-000	3,000.00
Total 16291:						6,000.00
<b>16292</b>						
08/09/2019	SEWER DEBT SERVICE FUND	S08/2019	08/09/2019	SEWER-AUG 2019 FUNDING	960-96-10125-001	27,943.87
Total 16292:						27,943.87
<b>16293</b>						
08/09/2019	SPRECHER PLUMBING INC	W10955	08/05/2019	WA-REPLACE LEAD SERVICE@427 C	261-37-53700-238-000	3,000.00
08/09/2019	SPRECHER PLUMBING INC	W10955	08/05/2019	WA-REPLACE LEAD SERVICE@427 C	970-96-10145-001	3,000.00
08/09/2019	SPRECHER PLUMBING INC	W10955	08/05/2019	WA-REPLACE LEAD SERVICE@427 C	261-00-25640-000	3,000.00
08/09/2019	SPRECHER PLUMBING INC	W10963	08/07/2019	WA-REPLACE LEAD SERVICE@333 4T	261-37-53700-238-000	2,650.00
08/09/2019	SPRECHER PLUMBING INC	W10963	08/07/2019	WA-REPLACE LEAD SERVICE@333 4T	970-96-10145-001	2,650.00
08/09/2019	SPRECHER PLUMBING INC	W10963	08/07/2019	WA-REPLACE LEAD SERVICE@333 4T	261-00-25640-000	2,650.00
08/09/2019	SPRECHER PLUMBING INC	W10964	08/07/2019	WA-REPLACE LEAD SERVICE@339 4T	261-37-53700-238-000	2,650.00
08/09/2019	SPRECHER PLUMBING INC	W10964	08/07/2019	WA-REPLACE LEAD SERVICE@339 4T	970-96-10145-001	2,650.00
08/09/2019	SPRECHER PLUMBING INC	W10964	08/07/2019	WA-REPLACE LEAD SERVICE@339 4T	261-00-25640-000	2,650.00
Total 16293:						8,300.00
<b>16294</b>						
08/09/2019	VOYAGER FLEET SYSTEMS IN	S869251835	08/08/2019	SEWER-FUEL: PICKUPS	960-36-82800-348-000	133.12
08/09/2019	VOYAGER FLEET SYSTEMS IN	S869251835	08/08/2019	SEWER-FUEL: MOWER	960-36-82700-390-000	31.90
08/09/2019	VOYAGER FLEET SYSTEMS IN	S869251835	08/08/2019	SEWER-FUEL: JET VAC	960-36-83100-348-000	144.01
08/09/2019	VOYAGER FLEET SYSTEMS IN	S869251835	08/08/2019	SEWER-FUEL: JET VAC	950-36-83100-348-000	144.00
08/09/2019	VOYAGER FLEET SYSTEMS IN	S869251835	08/08/2019	SEWER-FUEL: LOADER	960-36-82810-348-000	259.30
08/09/2019	VOYAGER FLEET SYSTEMS IN	W869251835	08/08/2019	WATER-FUEL: TRUCKS	970-37-66200-348-000	965.95
08/09/2019	VOYAGER FLEET SYSTEMS IN	W869251835	08/08/2019	WATER-FUEL: MOWER	970-37-66100-348-000	27.08
08/09/2019	VOYAGER FLEET SYSTEMS IN	W869251835	08/08/2019	WATER-FUEL: MOWER	970-37-63100-260-000	27.08
Total 16294:						1,732.44
<b>16295</b>						
08/09/2019	WI STATE LABORATORY OF HY	W600666	07/31/2019	WA-FLUORIDE TEST-JULY 2019	970-37-64200-217-000	26.00

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 16295:						26.00
<b>16296</b>						
08/09/2019	WISCONSIN RURAL WATER AS	U8/19EXPO	08/09/2019	UTIL-2019 OUTDOOR EXPO-BROWN	970-37-92600-320-000	65.00
08/09/2019	WISCONSIN RURAL WATER AS	U8/19EXPO	08/09/2019	UTIL-2019 OUTDOOR EXPO-BOWERS	960-36-85100-320-000	65.00
08/09/2019	WISCONSIN RURAL WATER AS	U8/19EXPO	08/09/2019	UTIL-2019 OUTDOOR EXPO-FICHTER	960-36-85100-320-000	65.00
08/09/2019	WISCONSIN RURAL WATER AS	U8/19EXPO	08/09/2019	UTIL-2019 OUTDOOR EXPO-PETERSO	960-36-85100-320-000	32.50
08/09/2019	WISCONSIN RURAL WATER AS	U8/19EXPO	08/09/2019	UTIL-2019 OUTDOOR EXPO-PETERSO	970-37-92600-320-000	32.50
Total 16296:						260.00
Grand Totals:						114,166.82

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
 (Chairman)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 (Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
<b>1234</b>							
07/31/2019	1234	PACE PAYMENT SYSTE	0619	06/30/2019	REC-JUN ONLINE PAYMENTS	100-53-55300-270-000	278.04
Total 1234:							278.04
<b>1235</b>							
07/31/2019	1235	PAYMENT SERVICE NET	196690	07/03/2019	TRE-JUN PSN ONLINE PAYMEN	100-11-51520-290-000	63.95
Total 1235:							63.95
<b>1236</b>							
07/31/2019	1236	WIS DEPT OF REVENUE	JUNE 2019	07/19/2019	SALES & USE TAX - JUNE 2019	100-00-24213-000	1,233.77
07/31/2019	1236	WIS DEPT OF REVENUE	JUNE 2019	07/19/2019	SALES & USE TAX - JUNE 2019	940-00-24213-000	12.88
Total 1236:							1,246.65
Grand Totals:							1,588.64

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_  
 (Chairman)

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Date)

## Check Register - Payroll Remittance Checks

July 2019

Check Date	Payee	Description	Amount
7/10/2019	32479	EFTPS	16,142.53
7/10/2019	32479	EFTPS	16,142.53
7/10/2019	32479	EFTPS	3,775.32
7/10/2019	32479	EFTPS	3,775.32
7/10/2019	32479	EFTPS	22,058.55
		<b>EFTPS Total</b>	<b>61,894.25</b>
7/24/2019	32662	EFTPS	15,780.45
7/24/2019	32662	EFTPS	15,780.45
7/24/2019	32662	EFTPS	3,690.59
7/24/2019	32662	EFTPS	3,690.59
7/24/2019	32662	EFTPS	21,664.37
		<b>EFTPS Total</b>	<b>60,606.45</b>
7/15/2019	32279	WI DEPT OF REVENUE	11,515.02
7/31/2019	32480	WI DEPT OF REVENUE	11,933.43
7/24/2019	32835	WI DEPT OF EMPLOYEE TRUST	132,966.96
7/31/2019	32663	WISCONSIN RETIREMENT	69,407.10

FINANCE COMMITTEE APPROVAL:

\_\_\_\_\_ (Chairman)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Date)

The City of Baraboo, Wisconsin

**Background** The City of Baraboo has been working on a building project for the Fire & EMS operations for the past several years. As part of the 2019 Budget, Public Safety Impact Fees were appropriated to begin design services for a new Fire & EMS facility. The Capital Plan includes funding projections in 2020 to complete Fire & EMS Building design and funding projections in 2021 to build a new Fire & EMS Facility. Accordingly, as part of staff's ongoing planning for this new facility to house these two operations, a Request for Proposal (RFP) for Planning and Design services for the Fire & EMS Building that was developed and sent to 18 prospective architectural firms on May 24<sup>th</sup>. Eight Proposals were received on July 3<sup>rd</sup> and the Selection Committee, which consists of Ed Geick, Pat Cannon, Cynthia Haggard, Kevin Stieve, Tom Pinion, Phil Wedekind, Dana Sechler, and Tim Stieve, shortlisted the top five firms. On July 26<sup>th</sup>, the five short listed firms were interviewed by the Selection Committee and the team of MSA Professional Services and CR Architecture + Design was recommended as the preferred firm for the project.

The review of the Proposals was based exclusively on each firms' qualifications and experience. The RFP required that a Proposal include an estimate of the cost to provide the requested services so the cost could be a consideration as part of the final selection. The estimated costs of the top five firms ranged from \$590,000 to \$850,000 plus reimbursables. The average cost of the five firms' estimated costs was \$728,500.

The Selection Committee determined that the recommended team of MSA Professional Services and CR Architecture + Design offered superior expertise for this project coupled with being most familiar with the respective space needs for both the Fire & EMS operations.

This Resolution seeks authorization for the Mayor and City Clerk to execute a standard AIA Agreement between the Owner and the Architect for Planning and Design Services for this project, subject to the City Attorney's review and approval of said Agreement. Although the Agreement will be drafted for the entire project, the Agreement provides both parties ample termination opportunities at any time during this three-phased design process (programming & site selection, preliminary design, and final design).

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

**WHEREAS**, a Request for Proposal (RFP) seeking Design Services for a new Fire and EMS Building was issued on May 24, 2019;

**AND WHEREAS**, eight Proposals were submitted prior to the July 3<sup>rd</sup> deadline;

**AND WHEREAS**, an eight-member Selection Committee independently reviewed the eight Proposals and met on July 12<sup>th</sup> to collectively review them and developed a shortlist of the top five Proposals and invited the five firms to be interviewed;

**AND WHEREAS**, the Selection Committee interviewed the top five firms on July 26th and recommended the team of MSA Professional Services & CR Architecture + Design be selected to negotiate a contract for the Planning and Design Services for a new Fire & EMS Building;

**AND WHEREAS**, staff has negotiated a contract price of \$725,000 with MSA Professional Services & CR Architecture + Design as outlined in the attached Agreement (a Template that will be customized for this project) for Planning and Design Services for the Fire & EMS Building project.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Clerk are hereby authorized to execute an AIA B101 - 2017 Standard Form of Agreement Between Owner and Architect for Planning and Design Services for the Fire & EMS Building project, subject to the City Attorney's review and approval of the Agreement.

**Offered by:** Finance Committee  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

Standard Form of Agreement Between Owner and Architect

Editing Template

CAUTION: Take care not to remove or otherwise edit Project Data fill-point areas (Basic Information, Contract Details and Project Team) when making edits to this document.

AGREEMENT made as of the <> day of <> in the year <> (In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner: (Name, legal status, address and other information)

<><> <> <> <> <>

and the Architect: (Name, legal status, address and other information)

<><> <> <> <>

for the following Project: (Name, location and detailed description)

<> <> <>

The Owner and Architect agree as follows.



ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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12 SPECIAL TERMS AND CONDITIONS

13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1. (For each item in this section, insert the information or a statement such as “not applicable” or “unknown at time of execution.”)

§ 1.1.1 The Owner’s program for the Project: (Insert the Owner’s program, identify documentation that establishes the Owner’s program, or state the manner in which the program will be developed.)

« Reference Exhibit A, item I for the project scope and Exhibit C for a preliminary floor plan.»

§ 1.1.2 The Project’s physical characteristics: (Identify or describe pertinent information about the Project’s physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

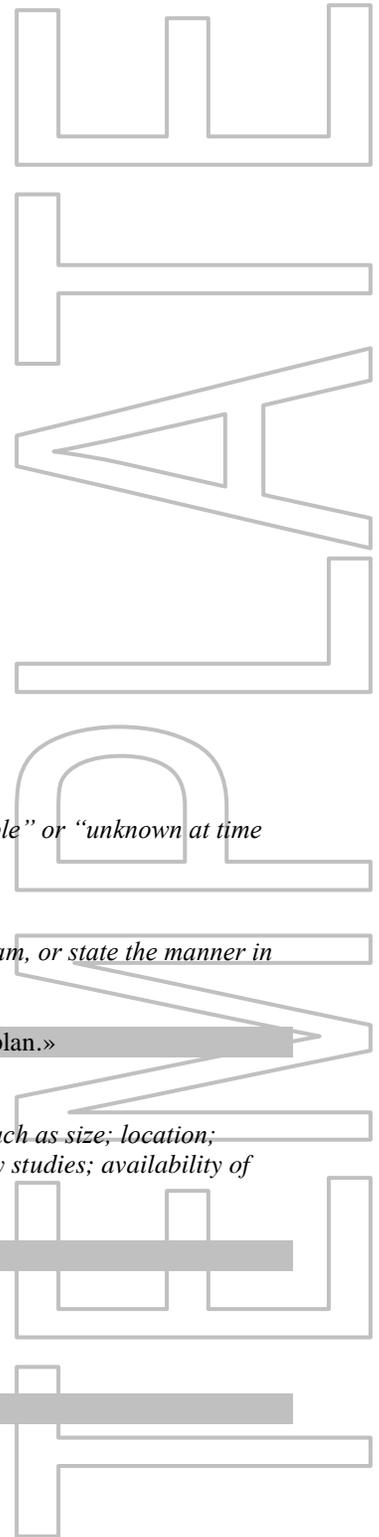
« Reference Exhibit A item I. »

§ 1.1.3 The Owner’s budget for the Cost of the Work, as defined in Section 6.1: (Provide total and, if known, a line item breakdown.)

« Reference Exhibit A item I. »

§ 1.1.4 The Owner’s anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:



« »

.2 Construction commencement date:

« »

.3 Substantial Completion date or dates:

« »

.4 Other milestone dates:

« The schedule will be refined and dates identified as the project progresses. »

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

« Competitive Bidding. »

§ 1.1.6 The Owner’s anticipated Sustainable Objective for the Project:  
(Identify and describe the Owner’s Sustainable Objective for the Project, if any.)

« Nothing has been identified at this point. »

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
(List name, address, and other contact information.)

« »  
« »  
« »  
« »  
« »  
« »

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

« »  
« »  
« »  
« »  
« »  
« »

§ 1.1.12 Other Initial Information on which the Agreement is based:

« Reference Exhibit A, item I. »

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect’s services, schedule for the Architect’s services, and the Architect’s compensation. The Owner shall adjust the Owner’s budget for the Cost of the Work and the Owner’s anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than « one million » (\$ « 1.0 ») for each occurrence and « two million » (\$ « 2.0 ») in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than « one million » (\$ « 1.0 ») per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than « one million » (\$ « 1.0 ») each accident, « one million » (\$ « 1.0 ») each employee, and « one million » (\$ « 1.0 ») policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than « five million » (\$ « 5.0 ») per claim and « five million » (\$ « 5.0 ») in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary civil, structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.5 Based on the preliminary design in Exhibit C, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.6 The Architect shall submit to the Owner an updated estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

#### § 3.5 Procurement Phase Services

##### § 3.5.1 General

Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids; (2) confirming responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction.

##### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

## **§ 3.6 Construction Phase Services**

### **§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

**§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner’s approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect’s knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect’s inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
<b>§ 4.1.1.1</b> Programming	Not Provided.
<b>§ 4.1.1.2</b> Multiple preliminary designs	Not Provided.
<b>§ 4.1.1.3</b> Measured drawings	Not Provided.
<b>§ 4.1.1.4</b> Existing facilities surveys	Not Provided.
<b>§ 4.1.1.5</b> Site evaluation and planning	Not Provided.

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.6 Building Information Model management responsibilities	Not Provided.
§ 4.1.1.7 Development of Building Information Models for post construction use	Not Provided.
§ 4.1.1.8 Civil engineering	Architect
§ 4.1.1.9 Landscape design	Owner
§ 4.1.1.10 Architectural interior design	Owner
§ 4.1.1.11 Value analysis	Not Provided.
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided.
§ 4.1.1.13 On-site project representation	Not Provided.
§ 4.1.1.14 Conformed documents for construction	Not Provided.
§ 4.1.1.15 As-designed record drawings	Not Provided.
§ 4.1.1.16 As-constructed record drawings	Not Provided.
§ 4.1.1.17 Post-occupancy evaluation	Not Provided.
§ 4.1.1.18 Facility support services	Not Provided.
§ 4.1.1.19 Tenant-related services	Not Provided.
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Not Provided.
§ 4.1.1.21 Telecommunications/data design	Not Provided.
§ 4.1.1.22 Security evaluation and planning	Not Provided.
§ 4.1.1.23 Commissioning	Not Provided.
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not Provided.
§ 4.1.1.25 Fast-track design services	Not Provided.
§ 4.1.1.26 Multiple bid packages	Not Provided.
§ 4.1.1.27 Historic preservation	Not Provided.
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not Provided.
§ 4.1.1.29 Other services provided by specialty Consultants	Not Provided.
§ 4.1.1.30 Other Supplemental Services	Not Provided.

**§ 4.1.2 Description of Supplemental Services**

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

« Reference Exhibit A. »

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

« »

#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 « One » ( « 1 » ) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

- .2 « Three » ( « 3 » ) visits to the site by the Architect during construction
- .3 « One » ( « 1 » ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 « One » ( « 1 » ) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within « fifteen » ( « 15 » ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope

of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

**§ 5.10** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.11** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.12** The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

**§ 5.13** Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

**§ 5.14** The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

**§ 5.15** Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## **ARTICLE 6 COST OF THE WORK**

**§ 6.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 6.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 6.3** In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be with additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

[  ] Arbitration pursuant to Section 8.3 of this Agreement

[  ] Litigation in a court of competent jurisdiction

[  ] Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### § 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of

services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

« \$0.00 »

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

« \$0.00 »

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for

the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

« Reference Exhibit A item IV. »

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

« Stipulated sum based on a defined scope of work. »

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus « ten » percent ( « 10 » %), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

« Stipulated sum based on a defined scope of work. »

**§ 11.5** When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows: Reference Exhibit A.

### **§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Permitting and other fees required by authorities having jurisdiction over the Project;
- .2 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .3 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .4 All taxes levied on professional services and on reimbursable expenses;

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus « ten » percent ( « 10 » %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

« »

### **§ 11.10 Payments to the Architect**

#### **§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of « zero » (\$ « 0.00 » ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

#### **§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid « thirty » ( « 30 » ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

« 1.5 » % « per month »

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in

the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

« Reference Exhibit B. »

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

[  ] Other Exhibits incorporated into this Agreement:  
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

« Exhibits A, B and C. »

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** (Signature)

« »« »

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
**ARCHITECT** (Signature)

« »« »

\_\_\_\_\_  
(Printed name, title, and license number, if required)

The City of Baraboo, Wisconsin

**Background:** The Police Department (“PD”) currently owns a 2014 Ford F-150 pickup truck (“truck”), purchased by the PD for use by the police detectives. Over the years, use of the truck has diminished and the truck no longer suits the needs of the PD.

Previously, the Fire Chief worked with the Police Chief to obtain from the PD an old police squad car (“squad car”) for use by Fire Department (“FD”) and Building Inspector.

It is the desire of the Police Chief to surplus the truck, and it is the desire of the Fire Chief to use the truck instead of the squad car due to the condition and the versatility of the truck for FD use.

The FD and PD have agreed on a value of the truck at \$17,000 (the value was obtained by using Kelly Blue Book). The Fire Equipment Replacement Fund has money available to transfer to the Capital Equipment Fund for the PD in exchange for this asset. If approved, the squad car will be returned by the FD to the PD for the PD to use.

**Fiscal Note:** ( one)  Not Required  Budgeted Expenditure  Not Budgeted

**Comments:** Request to transfer \$17,000 from the Cities monies in Fire Equipment Replacement Fund to the Police Department Capital Equipment Fund so the Police Chief can buy a used replacement vehicle. A 2/3 affirmative vote is required as this request is unbudgeted.

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

THAT the City Finance Director in conjunction with City Treasurer is hereby authorized to transfer \$17,000.00 from the City’s monies in the Fire Equipment Replacement Fund to the Police Department Capital Equipment Fund for the transfer of 2014 Ford F-150 pickup truck from the Police Department to the Fire Department, and

THAT the Fire and Police Chiefs work together to ensure the transfer of the truck from the Police Department to the Fire Department, including any emergency equipment currently installed on/in the truck, and the squad car from the Fire Department to the Police Department.

**Offered by:** Public Safety/Finance  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

The City of Baraboo, Wisconsin

**Background.** The Baraboo-Wisconsin Dells Regional Airport Commission is petitioning the Secretary of Transportation for Airport Improvement for federal and state aid for the following Airport projects:

- Construct relocated fuel farm for an approximate total cost of \$166,667. Anticipated funding sources are Entitlement (federal) of \$150,000, State aid of \$8,333 and the Commission’s contribution of \$8,334.
- Purchase and install entrance road security lights for a total cost of \$80,000. Anticipated funding sources are State aid of \$64,000 plus the Commission’s contribution of \$16,000.

Because the Airport Commission is comprised of two managing members – the City of Baraboo and the Village of Lake Delton – the Commission is required to obtain approval from the respective governing bodies via a ratification of the resolution adopted by the Commission authorizing the Commission to petition for said aid.

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

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

That the Common Council of the City of Baraboo, Sauk County, Wisconsin, does hereby ratify and affirm the Baraboo-Wisconsin Dells Regional Airport Commission’s petition for state airport development aid dated August 2, 2019.

**CERTIFICATION**

I, Brenda Zeman, Clerk of the City of Baraboo, Sauk County, Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a meeting of the Common Council of the City of Baraboo on August 13, 2019, adopted by a majority vote, and recorded in the minutes of said meeting.

**Offered by:** Finance/Personnel Committee  
**Motion:**  
**Second:**

**Approved by Mayor:** \_\_\_\_\_

**Certified by City Clerk:** \_\_\_\_\_

RESOLUTION NO. 2019-

Dated: August 13, 2019

The City of Baraboo, Wisconsin

**Background:** The City of Baraboo has negotiated a new agreement with the WPPA (WI Professional Police Association) for the period of January 1, 2020 through December 30, 2022. This is the agreement with our Police Officers union at the City of Baraboo. The agreement covers the wages, benefits and other conditions for the officers.

*Note: (✓one) [x] Not Required [ ] Budgeted Expenditure [ ] Not Budgeted*  
**Comments:**

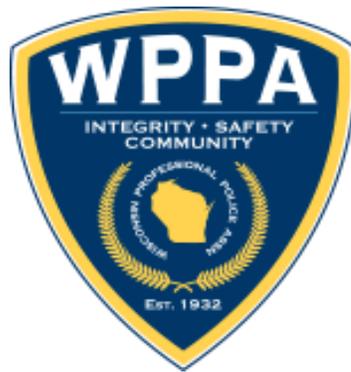
**Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

To authorize the Mayor, City Clerk and City Administrator to sign the contract with WPPA for the term of January 1, 2020 through December 31, 2022.

**Offered by:** Finance/Personnel Comt.  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_  
**Attest:** \_\_\_\_\_

# AGREEMENT BETWEEN THE CITY OF BARABOO AND THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION



January 1, 2020 – December 31, 2022  
August 8, 2019

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**THIS AGREEMENT BETWEEN THE CITY OF BARABOO AND THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION** is made and entered into by and between the **CITY OF BARABOO**, a Wisconsin municipal corporation, as a municipal employer, with a mailing address of 101 South Boulevard, Baraboo, WI 53913, and **THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION, INC.**, as the representative of certain Employees who are employed by the City of Baraboo in the Police Department, 660 John Nolen Drive, #301, Madison, WI 53713. The City and WPPA may be jointly referred to herein as the Parties or singularly as a Party.

## ARTICLE I - DEFINITIONS

1.01 Words and Terms Defined. Unless otherwise defined in this Agreement, as used in this Agreement the following words and terms shall have the following meanings:

- **“Agreement”** means this Agreement between the City and the Union.
- **“City”** means the City of Baraboo.
- **“Days”** means calendar days, unless otherwise specified.
- **“Department”** means the City of Baraboo Police Department.
- **“Employee”** means a sworn member of the Department who is represented by WPPA and covered by this Agreement.
- **“Grievance”** means any controversy between the Parties or between any Employee(s) and the City as to a matter involving the interpretation and application of this Agreement, excepting disciplinary actions, job classifications, promotion procedures, and any and all other matters that are governed by §62.13, Wis. Stats. Matters not covered by §62.13, Wis. Stats., will be subject to the grievance procedure as herein provided.
- **“Regular assignment”** and **“regular work shift”** means the position assigned by the Chief of Police.
- **“Seniority”** is determined by the continuous length of full-time service as a sworn member of the Department.
- **“Supervisor”** means a sworn member of the Department who is a Sergeant, Lieutenant, Captain or Police Chief.
- **“Wildcat Strike”** is a strike action undertaken Employees without the Union’s authorization, support, or approval
- **“WPPA,” “Association”** or **“Union”** means the Wisconsin Professional Police Association, Inc.

## ARTICLE II - SCOPE, TERM, INTENT AND PURPOSE

2.01 Scope. The City recognizes the Union as the exclusive representative of all City employees who have the power of arrest in the Department below the rank of Sergeant who have chosen the Union to represent them for the purpose of negotiating for wages, hours, and conditions of employment.

2.02 Term. This Agreement will be implemented at the time of signing by the Parties and will become effective January 1, 2020, and shall remain in full force and effect until and including December 31, 2022. The Agreement shall be automatically renewed from year-to-year thereafter, unless negotiations are initiated by either party between January 1 and July 1, of the year the Agreement is set to expire, unless otherwise mutually agreed to by the Parties.

2.03 Consistency. It is intended that this Agreement, implemented pursuant to the provisions of §111.70, Wis. Stats., shall be consistent with that legislative authority which devolves upon the Common Council of the City of Baraboo, the statutes, and, insofar as is applicable, the rules and regulations relating to, or promulgated by, the Police and Fire Commission and the Police Chief, and compensation provided for under appropriate municipal budget law and the Wisconsin Statutes.

- 2.04 Nullification. It is intended by the provisions of this Agreement that there be no abrogation of the duties, obligations, or responsibilities of any agency or department of City government which is now expressly provided by State Statutes, except as expressly limited herein.
- 2.05 Entering into an Agreement. The Parties desire to reach an amicable understanding with respect to the employer-employee relationship which exists between them, and to enter into an agreement covering the Employee's rates of pay, hours of work, and conditions of employment.

### ARTICLE III - FAIR SHARE

- 3.01 Membership Rules. Membership in the Union is not compulsory. An employee may join the Union and maintain membership therein consistent with its constitution and bylaws. No employee will be denied membership because of race, color, creed, or sex. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an Employee membership because of race, color, creed or sex.
- 3.02 Representation. The Union will represent all of the Employees in the bargaining unit fairly and equally. Employees may elect to pay the Union proportionate share of the cost of the collective bargaining process and Agreement administration by paying an amount to the Union equivalent to the uniform dues required of members of the Union.<sup>1</sup>
- 3.03 Monthly Dues. The City agrees to make deductions from the monthly earnings of the Employees in the collective bargaining unit who chose to pay for the services of the Union as follows: For Employees who are members of the Union, the City will deduct the amount certified by the Union as the monthly dues uniformly requested of all members, and pay that amount to the Union following each pay period.<sup>2</sup>
- 3.04 Indemnification. The Union shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of any action taken by the Employer under this Section for the purpose of complying with the provisions of this Article.

### ARTICLE IV - MANAGEMENT RIGHTS

- 4.01 Management Rights. The City shall have the sole and exclusive right to determine the number of Employees to be employed, the duties of each of these Employees, the nature and place of their work, and all other matters pertaining to the management and operation of the City, including the hiring, transferring, demotion, suspending, or discharging for cause of any Employee. This shall include the right to assign and direct Employees, to schedule work, including, but not limited to contracting with outside agencies,<sup>3</sup> and to pass upon the efficiency and capabilities of the Employees, and the City may establish and enforce reasonable work rules and regulations. The City shall have the exclusive right to assign all Chapter 51, Wis. Stats., transports and other transports as the City deems appropriate, including, but not limited to, contracting with outside agencies, using on-duty Police Department personnel and/or using the Department's call-in procedure.<sup>4</sup> Further, to the extent that rights and prerogatives of the City are not explicitly granted to the Union or the Employees, such rights are retained by the City. However, the provisions of this Section shall not be used for the purpose of undermining the Union or discriminating against any of its members. The foregoing is subject to the grievance procedure.

---

<sup>1</sup> See Janus v. AFSCME, No. 16-1466, 585 U.S. \_\_\_\_ (2018)

<sup>2</sup> Id.

<sup>3</sup> This sentence references a Memorandum of Understanding, #10, approved by the Parties on August 10, 2000.

<sup>4</sup> Id.

## ARTICLE V - GRIEVANCE PROCEDURE

### 5.01 Grievance Procedure. Grievances shall be processed in the following manner:

- Step 1. The Employee and/or Union representative shall take the grievance up orally with the Employee's immediate supervisor within ten days of his/her knowledge of the occurrence of the event causing the grievance, which shall not be more than 14 days after the event. The Employee's immediate supervisor shall attempt to reach a mutually satisfactory resolution to the grievance and, in any event, shall be required to give an answer to the Employee and/or Union representative, as applicable, within five days.
- Step 2. The grievance shall be considered settled in Step 1 unless, within ten days after the Supervisor's answer is due, the grievance is reduced to writing and presented to the Police Chief or designee. A written grievance must contain a description of events (with dates, times, and people involved specified, if known), the specific section(s) of this Agreement allegedly violated, a statement of the relief requested, and the signature of the grieving Employee. The Police Chief or designee shall respond to the grievance in writing within seven calendar days.
- Step 3. The grievance shall be considered settled in Step 2 unless, within ten days from the date of the Police Chief's or designee's written answer or last date due, the grievance is presented in writing to the City Administrator for referral to the City's Finance/Personnel Committee. The City's Finance/Personnel Committee shall respond in writing to the Employee or the Employee's Union representative, as applicable, within 30 days.
- Step 4. If a grievance is not resolved at Step 3, or if any grievance filed by the Employee cannot be satisfactorily resolved by conference with the Employee's Union representatives and the City Administrator after Step 3, with said conference taking place at a mutually agreed upon time and place, either Party may take the matter to arbitration as hereafter provided.

### 5.02 Arbitration. A grievance shall be considered settled following Step 3, above, within ten days after the last response is received or due, unless the dissatisfied Party requests in writing to the other Party that the dispute be submitted to an impartial arbitrator.

- a) Selection of Arbitrator. The impartial arbitrator, shall, if possible, be mutually agreed upon by the Parties. If agreement on who the arbitrator will be is not reached within ten days after the date of the notice requesting arbitration, or if the Parties do not agree upon a method of selecting an arbitrator, then the Wisconsin Employment Relations Commission shall be requested to submit a panel of five arbitrators. The Parties shall alternately strike names, with the Party requesting arbitration being the first to strike a name, until one name remains.
- b) Cost of Arbitration. Each Party shall pay one-half (1/2) of the arbitration filing and hearing fees and the cost of the arbitrator. The Parties shall each bear their own costs and attorney's fees in any arbitration proceeding.
- c) Decision of Arbitrator. In rendering an award or decision, the arbitrator shall be required to follow the laws of the State of Wisconsin. The decision of the arbitrator shall be final and binding; however, such arbitrator shall be limited to the terms and conditions of the Agreement as written and shall have no power to modify, amend, add to, or subtract from the Agreement. The Arbitrator shall, within 15 calendar days after the conclusion of the arbitration hearing, issue a statement of decision describing the essential findings and conclusions on which the decision is based, including the calculation of any damages awarded. The award shall be binding on the Parties, and judgment on an award may be entered in any court of competent jurisdiction.

- 5.03 General Grievances. Grievances involving the general interpretation, application, or compliance with this Agreement may be initiated at Step 3.
- 5.04 Time Limits. The time limits set forth in this Article may be extended by mutual written agreement of the Parties.

**ARTICLE VI - PROHIBITION OF STRIKES**

- 6.01 Causing Membership to Strike. The Union shall neither cause nor counsel its members to strike for any reason during the term of this Agreement, nor shall it, in any manner, cause them directly or indirectly to commit any concerted acts of work stoppages, slowdown, or refusal to perform any customarily assigned duties for the municipal Employer for any reason during the term of this Agreement. The occurrence of any such acts or actions prohibited in this Section by the Union shall be deemed a violation of this Agreement and shall render the Union subject to the penalties as provided pursuant to and allowable by law. The Union shall not be liable where the acts or actions, herein before enumerated, are not caused or authorized directly, or indirectly, by the Union. However, whether or not the Union is liable for such acts or actions, any Employee who commits any of the actions prohibited in this Section may be subject to penalties prescribed by law.
- 6.02 Wildcat Strike. Upon notification confirmed in writing by the City to the Union that certain of its members are engaged in a wildcat strike, the Union shall immediately order, in writing, such members to return to work immediately, providing the City with a copy of such an order, and a responsible official of the Union shall publicly order them to return to work. Such characterization of the strike by the City shall not establish the nature of the strike. Such notification by the Union shall not constitute an admission by it that a wildcat strike is in progress, has taken place, or that any particular member is or has engaged in a wildcat strike. The Union agrees to take all reasonable effective and affirmative action to secure the members’ return to work as promptly as possible. Failure of the Union to issue such orders and/or to take such action shall be considered in determining whether or not the Union caused or authorized, directly or indirectly, the strike.

**ARTICLE VII - PROBATIONARY PERIOD, RESIDENCY, NEPOTISM AND TRANSFERS**

- 7.01 Probationary Period Term. All Employees shall serve a probationary period commencing on the date of hire and continuing for 12 full months from the date of the Employee’s date of hire. During the probationary period, the Employee shall be subject to dismissal for any reason without recourse to the grievance procedure.
- 7.02 Residency Requirements. City residency is not a requirement, but Employees are required to reside within 25-miles of the Police Department.
- 7.03 Lateral Transfers. Upon the appointment of a new Employee to the Department, the Police Chief may consider the Employee’s experience and training when setting the wages and work assignment for the Employee within the current pay schedule described in this Agreement.
- 7.04 Nepotism. Employees of the same immediate family may be employed either on a full-time or part-time basis so long as neither member is responsible for the supervision, direction, or evaluation of the other. All such cases involving possible employment of members of the same immediate family must be reported to the City Administrator for approval before final commitment is made. For the purposes of this section, “immediate family” includes:

Employee’s Mother	Employee’s Grandfather	Employee’s Wife
Employee’s Mother-in-Law	Employee’s Brother	Employee’s Husband
Employee’s Step-Mother	Employee’s Half-Brother	Employee’s Son
Employee’s Grandmother	Employee’s Step-Brother	Employee’s Step-Son

Employee's Father  
Employee's Father-in-Law  
Employee's Step-Father

Employee's Sister  
Employee's Half-Sister  
Employee's Step-Sister

Employee's Daughter  
Employee's Step-Daughter

#### ARTICLE VIII - WORK SHIFTS

8.01 Regular Workday and Workweek for Patrol Officers.<sup>5</sup> Employee's working as Patrol Officers shall have a regular workday and workweek consisting of a 12-hour tour-of-duty. The 12-hour shift schedule and rotation shall consist of two teams, Team A and Team B, and each Team shall include a Dayshift (5 a.m. – 5 p.m.) and a Nightshift (5 p.m. – 5 a.m.). Team A and B schedules shall be opposite "days-on" and "days-off" from each other on the following 14-day rotation:

- a) Two days on – two days off / three days on – two days off / two days on – days off during a 14-day cycle (i.e., Mon-Tues ON – Weds-Thurs OFF / Fri-Sat-Sun ON – Mon-Tues OFF / Weds-Thurs ON – Fri-Sat-Sun OFF), with the exception of shifts on Sundays which shall be for eight hours, scheduled by seniority.
- b) An Employee's "shift working date" is the actual date the shift begins.

8.02 Regular Shift for School Resource Officers.<sup>6</sup> Employees assigned to work as School Resource Officers ("SROs") shall have a work day that is scheduled in alignment with the regularly scheduled school week for the Baraboo School District, allowing the SRO to observe/assist student arrival and departure, and shall be five days on and two days off, for 80 hours every two weeks, where "on days" are Monday through Friday and "off days" are Saturday and Sunday.

- a) "Regularly scheduled school week" is defined as Monday, Tuesday, Thursday and Friday, from 7:30 a.m. – 4:00 p.m., and Wednesday from 7:30 a.m. – 1:30 p.m. In the event the Baraboo School District changes their regularly scheduled school week, the SRO work week shall be adjusted to coincide with the start and end time of the regularly scheduled school week, so long as said adjusted does not violate any other provision for this Agreement.
- b) Work days or hours may be flexed upon request of the SRO with the prior approval of his/her supervisor and shall be flexed upon request of his/her supervisor for department need as reasonably determined by the supervisor. A SRO shall not be required to flex time solely to circumvent receiving overtime.
- c) During periods of school vacations, the SRO may be assigned the Patrol Officer schedule as provided for in Section 8.01 or days or may be flexed to accommodate special event staffing or other needs of the Department pursuant to Supervisor approval.

8.03 Regular Shift for Canine Handler. Employees assigned to work as a Canine Handler shall work the same shift as Employees assigned to work as Patrol Officers, pursuant to Section 7.01, except the Canine Handler shall start his/her assigned shift one hour later for each 12-hour shift in order to work an 11-hour shift to accommodate care of the canine. The Canine Officer shall work the entire eight-hour shift on Sundays as assigned.<sup>7</sup> The Canine Officer will be subject to call-in and shall be compensated for same under the provisions of this Agreement.

- a) All expenses related to veterinary care and food for the canine shall be borne by the City and approved training equipment will be furnished by the City.

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<sup>5</sup> A Memorandum of Understanding entered into by the Parties regarding the one year test of the 12 hour shift beginning January 1, 2016 is noted for reference.

<sup>6</sup> This schedule was modified as part of a Memorandum of Understanding approved by the Parties on October 3, 2017.

<sup>7</sup> Id.

- b) The canine is and shall remain the property of the City, and the City shall carry proper insurance coverage and indemnify the canine handler assigned to work as the canine handler from liability resulting from the proper performance of job duties.
- c) Kenneling of the canine while the canine handler is out of town on vacation or other time off will be provided by the City.

8.04 Regular Shift for Detectives. Employees assigned to work as Detectives shall work a schedule that consists of five (5) working days and two (2) days off, for eighty (80) hours every two (2) weeks, where “on days” are Monday through Friday and “off days” are Saturday and Sunday. “On days” shall consist of four (4), eight and one-half (8½) hour days and one (1), six (6) hour day during the five (5) days on, to be determined by mutual agreement with the Detective Supervisor or his/her designee. “On days” and/or work hours may be flexed with mutual agreement of the detective(s) and the Detective Supervisor or his/her designee.

8.05 Changes to Regular Workday and Workweek. Any change to an Employee’s regular workday and/or workweek shall be subject to mutual agreement to the fullest extent possible, contingent ultimately upon the Management Rights stated in Section 4.1. Employees required to be on standby shall be paid eight (8) hours straight time pay out of each twenty-four (24) hours of such standby or pro-rata thereof. The Police Chief or designee may assign Employees to attend specialized training as an alternative to working their regular shift; however, this provision will not apply to annual in-service.

#### **ARTICLE IX - RESPONDING TO A CALL TO WORK, STAFFING**

9.01 Shift Staffing. Shift staffing for the Department, including for patrol shifts, will be determined by Supervisors and based on the needs of the Department.

9.02 Call-In Procedure. Employees shall communicate via email, telephone or the IAR App when they receive a notification to a call-in to work occurring outside of his/her regular work shift. At times, an Employee will be required to respond to a call-in to work based on a Supervisor’s request due to urgent need. A minimum of two hours at time and one-half shall be granted to any Employee who is requested to and reports to work outside of his/her regularly work shift This provision shall not apply to Employees who are asked to report early for their regularly scheduled shift or to remain on duty after their regularly scheduled shift has ended. Notification of the Employee by email, telephone, or the IAR App, shall suffice as proper notification under this section.

9.03 Posting Procedure. As needed to ensure adequate staffing levels and for special assignments, the Department may post requests for Employees to volunteer for overtime work. Postings will be placed at a location in the Department that is accessible to all Employees. If multiple Employees sign up for a posting, the selection will be as follows:

- a. Offered by seniority within the patrol division, then SRO/Detective, then non-represented employees (i.e., Supervisors), if qualified.
- b. Ordered by inverse seniority.<sup>8</sup>

9.04 Use of Call-In Procedure. Call-ins for Employees will be rotating based on seniority. If no Employees want to accept a call-in request, the opportunity will then be offered to non-represented Employees (i.e., Supervisors) prior to ordering in an Employee(s), if necessary, by inverse seniority.<sup>9</sup>

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<sup>8</sup> Wording modified by an MOU agreed to by the Parties on January 22, 2019.

<sup>9</sup> Wording modified by an MOU agreed to by the Parties on January 22, 2019.

- 9.05 Early Call-In and Hold-Over of Officers. Employees may be assigned overtime without utilizing either the call-in or posting procedures when the overtime assignment is attached to the beginning or end of the Employee’s shift. Employees may be called in a maximum of two hours early before a shift or be held over a maximum of four and one/quarter (4 1/4) hours (half-shift) after a shift. It is recognized that investigation, the Employees overtime may extend over four and one/quarter (4 1/4) hours.
- 9.06 Events Outside Jurisdiction. If a scheduled event outside of the City’s jurisdiction creates patrol overtime beyond early call-in or holdover, as described in Section 9.01, the overtime shall be offered in accordance with the existing posting procedures.<sup>10</sup>
- 9.07 Anticipated Vacancies. If a vacancy is predictable, an Employee may sign up for such vacancy. If an Employee is on vacation or other leave of absence, he/she shall be notified of vacancies for sign-up that occur after he/she returns to duty, if possible.
- 9.08 Training Schedules. Employees are required by the State of Wisconsin to completed 24 hours of in service training per year, but more may be by the Police Chief or designee.
- a) If an Employee wishes to work his/her regularly assigned shift in addition to attending training during the same workday, the Employee will be permitted to do so and will receive compensatory time at a rate of time and one/half (1 1/2) for those additional hours worked. Employees are required to inform the Lieutenant or designee of their choice to facilitate scheduling. Employees who are assigned to attend training during the hours of their regularly scheduled shift will attend training in lieu of working the shift.<sup>11</sup> Attendance at such scheduled in-service sessions will be required. Employees shall receive time and one/half (1 1/2) compensatory time for all time spent at such sessions unless they attend during their normally scheduled work hours. Compensatory time earned for in-service shall be in addition to the compensatory time in Section 10.08, however, compensatory time earned for in-service must be used in the year earned, except carryover may be allowed with the Police Chief’s approval.<sup>12</sup>
  - b) When an Employee is assigned to training during his/her regular work shift, the Employee is responsible for completing hours equal to his/her normal shift hours. If necessary, after training is complete the Employee will report to duty for the balance of his/her duty hours or take compensatory time.
  - c) When an Employee is assigned to “overtime” to attend a training session, and that training session ends early, the Employee is only compensated for the hours of the training (which may, in some instances, include travel time to and from the Police Department).

**ARTICLE X - WAGES, ADDITIONAL PAY AND COMPENSATORY TIME**

10.01 Pay Range - Step Schedules.<sup>13, 14</sup> Employees are paid an hourly rate, as shown below:

Pay Schedule Effective January 1, 2020	Start	12 months	24 months	36 months	Detectives and SROs
Hourly Rate	26.68	27.99	29.10	30.19	Rate + .50

<sup>10</sup> Wording modified by a mutual agreement of the Parties on August 19, 2005.

<sup>11</sup> This statement references MOU #5 regarding In-Service Training approved by the City & Union on December 18, 2002.

<sup>12</sup> This section and subsections reference and incorporate MOU #12 approved by the City and Union on February 24th and 27th, 2004, respectively.

<sup>13</sup> In 2016, the Education Incentive was combined with the regular wages and that section was removed from the Agreement. In 2017, a similar action occurred with the Shift Differential Pay and that pay was included in regular wages and there was no longer a shift differential pay.

Pay Schedule Effective January 1, 2021	Start	12 months	24 months	36 months	Detectives and SROs
Hourly Rate	27.75	29.11	30.26	31.40	Rate + .50

Pay Schedule Effective January 1, 2022	Start	12 months	24 months	36 months	Detectives and SROs
Hourly Rate	28.86	30.27	31.47	32.66	Rate + .50

- 10.02 Detective and SRO Pay. Detectives and SROs shall receive an additional fifty cents (\$0.50) per hour in their respective range, as indicated in Section 10.01.
- 10.03 Field Training Officer Pay. Employees assigned to work as a Field Training Officer shall receive an additional fifty cents (\$0.50) per hour for time worked in this assignment.
- 10.04 Special Assignment Pay. When the need for a temporary special assignment arises, the Chief of Police, with input from the supervisory staff, shall make a temporary assignment of an Employee to special duty. The basis of the selection of the Employee shall include the Employee's prior work performance, training, experience, and overall department staffing requirements. When all factors are equal, seniority shall prevail in the selection of the Employee assigned. The assigned Employee shall receive an additional \$.40 per hour to his/her current hourly rate of pay when so selected and assigned.
- 10.05 Work Related Telephone Contact. Employees who are off-duty and who are contacted by phone by the City regarding a work related issue, including by a prosecutor, Court or as part of an administrative law proceeding, shall be compensated at time-and-one-half (1 1/2) of the Employee's hourly rate of pay for any phone call that exceeds ten (10) minutes duration. No other compensation minimums apply. Employees may be required to verify requests for compensation under this provision upon request by the Police Chief or designee.
- 10.06 Overtime. Employees who work in excess of their regularly scheduled work shift shall be paid one and one-half (1 1/2) times the Employee's regular hourly rate for all overtime hours worked so long as the prior authorization of the Police Chief or his/her designee is obtained. Required schooling outside of an Employee's regularly scheduled workday duty hours, excluding the forty (40) hours in-service training, shall be paid at one and one-half (1 1/2) times the Employee's straight time hourly rate, provided authorization has been obtained from the Police Chief. Voluntary schooling outside regular duty hours shall be paid at straight time, provided authorization has been obtained from the Police Chief or his/her designee. The Baraboo Police departmental firearm training (weapons qualification and re-qualification) is considered required schooling. The Police Chief or designee will schedule departmental firearms training. Each Employee will be paid at one and one-half (1 1/2) times the Employee's straight hourly rate, with a two-hour minimum, if firearm training is scheduled outside the Employee's regular duty hours. For the limited purpose of monthly range instruction assignment, on an individual case-by-case, month-to-month basis, individual certified firearms instructors may mutually agree to flex their schedule in lieu of earning overtime.
- 10.07 Shift Leader.<sup>15</sup> When the senior Employee of a shift is required to act as Shift Leader, he/she shall be compensated at a rate of \$2.50 per hour for the actual hours worked as Shift Leader, so long as the Employee is qualified to work as the Shift Leader as determined by the Police Chief or Designee. Any Employee required to act as Shift Leader will perform those duties to the best of his/her ability. Failure to act as Shift Leader when assigned will result in discipline or discharge. Shift Leaders will not be disciplined or discharged for any good faith decisions

<sup>15</sup> These procedures were added as part MOU #6 approved by the City and Union on July 27, 2000.

made while acting as Shift Leader. Probationary Employees shall not act as Shift Leader. In summary, the most Senior Employee on duty will have the responsibility of Shift Leader.

10.08 Holiday Pay. Employees are eligible for holiday pay. Holiday pay will not be granted for holidays occurring during a vacation. Such Employees will be entitled to another vacation day. Employees shall receive one and one-half (1 1/2) times their hourly rate for all hours worked on a holiday. Employees who do not work on holidays are entitled to eight and one-half (8 1/2) hours straight time pay for such holidays. Employees who are required to work on a holiday that is normally a scheduled day off, shall receive double time (2x) pay in addition to receiving the holiday pay for all holidays worked, as follows:

New Year's Day	Memorial Day	Labor Day
Thanksgiving Day	Friday before Easter	Easter
Day before Christmas	Christmas	Fourth of July
One (1) Personal Holiday to be taken by mutual consent by the Employee and Management		

Personal holidays are scheduled by mutual agreement between the Employee and the Police Chief, and are selected on a seniority basis.

10.09 Compensatory Time.<sup>16</sup>

- a) All Employees shall be allowed to accumulate compensatory time up to 150 hours in lieu of being paid for overtime.<sup>17</sup>
- b) Employees may take compensatory time for a full-shift, part of a shift, or as part of a duty exchange during shift overlap, pursuant to the following:
  - i) If the compensatory time will be for the full-shift, prior approval must be received from a Supervisor, and the approval shall be at the sole discretion of said Supervisor.
  - ii) If the compensatory time will be for the first part of a shift, prior approval must be received by a Supervisor, and the approval shall be at the sole discretion of said Supervisor.
  - iii) If the compensatory time will be before part of a shift that has already started (e.g., an officer takes off the last two hours of a shift, or for two hours during a shift that has already started), prior approval must be received by the working Sergeant or the working Shift Leader, and the approval shall be at the sole discretion of the working Sergeant or the working Shift Leader.
- c) Compensatory time may be cancelled at any time at the discretion of the Department if the use of the time unduly disrupts the operations of the Department.<sup>18</sup> If the Compensatory Time is cancelled, the Employee must report to duty as soon as possible with no unnecessary delay. If called in, any time lost from the shift will be deducted in Compensatory Time in increments of one/quarter hour.
- d) When there are multiple requests for the use of compensatory time at the same time, it will be granted on the basis of seniority in 12 hour blocks 8.5 hour blocks, 8 hour blocks or (for SROs and Detectives) 6 hour blocks, depending on the Employee's regular working shift. Requests for full shifts off will take precedence over requests for partial shifts off.

<sup>16</sup> Amendments made to the use of Compensatory Time were approved by the Parties on XXXX, 2019.

<sup>17</sup> The Attachment A from the previous contract (MOU 1) has now been incorporated into this agreement as a new Section 10 incorporating the previous Memorandums of Understanding 1, 3, and a part of 9 referencing Compensatory Time.

<sup>18</sup> 29 US Code §207(o)(5)(b).

10.10 Mileage. Employees who have the prior approval of the Police Chief or designee and who use their private vehicle in connection with their employment shall be reimbursed at the standard per-mile reimbursement rate approved annually by the Internal Revenue Service.

10.11 Cancelled Appearances. If a scheduled court appearance is cancelled with less than twenty-four (24) hours' notice, a minimum payment of two hours at time and one/half shall apply.

#### ARTICLE XI - SICK LEAVE

11.01 Definitions. As used in this Article, the following words and terms shall have the following meanings:

- **“Immediate family”** means the Employee’s spouse, child, stepchildren, grandchildren, or parent, if parent is living within the household of the Employee.
- **“Sick leave”** means an absence from duty of an Employee because of his/her illness or bodily injury, or that of a member of his/her immediate family, and includes the Employee or the Employee’s immediate family going to a doctor for medical tests or wellness care.
- **“Sick leave credits”** means the number of hours of sick leave the Employee can accrue.

11.02 Sick Time Rules. In order to be granted sick leave with pay, the Employee must adhere to the following:

- a) Report reason for absence from work promptly.
- b) Keep the City informed of his/her condition.
- c) Permit the City to make such medical inquiry or visit as it may determine necessary.
- d) Submit doctor’s certificate for any absence of more than three working days certifying as to inability to work, unless excused by the Police Chief.
- e) When an insufficient sick leave balance remains to cover the absence of an Employee, the remainder shall be charged either to accumulated vacation or leave without pay, at the Employee’s option.

11.03 Accrual of Credits. Sick leave credits accrue as follows:

- a) All Employees for whom vacation periods are provided shall earn sick leave for any month where the Employee has completed 13 days of compensated service. The amount of sick leave earned shall be based on the schedule worked by the Employee: one day of sick leave means eight and one half (8.5) hours for employees working 12 hour shifts,<sup>19</sup> eight hours for employees working eight hour shifts, and eight and one/half hours for employees working eight and one/half (8 ½) hour shifts.
- b) No Employee shall be credited with an accumulation of more than 1275 hours of sick leave credits.
- c) Employees shall not be required to use sick leave in the case of an on-the-job injury when Workers’ Compensation benefits are paid to the Employee.
- d) Employees will receive eight and one/half hours of additional pay when six consecutive months have passed without that Employee using sick leave. As long as there are six consecutive months without using any sick leave when this Employee is at the maximum of 1096.5 days of sick leave, the additional day of pay will be granted in the month of December that follows the six-month period being addressed. The six consecutive months do not have to be within the same calendar year.<sup>20</sup>

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<sup>19</sup> Updated to reflect 12 hour shift in MOU entered into by the parties in February 2016.

<sup>20</sup> In MOU #4 – Sick Leave, the Parties agreed to a clarification of this section on July 27, 2000, and added the subsection. Employee is performing such light duties, he/she shall provide the Police Chief with a doctor’s certification of his/her illness or injury on a weekly basis, if requested.

- 11.04 Insufficient Sick Leave Credits. If an Employee is absent from work for any reason set forth under Section 14.01, and at such time has accumulated insufficient sick leave to cover the time lost, the amount of the time lost shall be deducted from current earnings of said Employee, provided; however, that for each month worked during such calendar year by said Employee during which no sick leave is taken, said Employee shall be reimbursed for the time he/she had lost as a consequence of the insufficient accumulation of sick leave.
- 11.05 Compensation Upon Retirement or Termination. Employees who retire or voluntarily quit shall be entitled to compensation of any unused sick leave days up to a maximum of 1200 hours at the time he/she leaves the service of the City. At the time of separation, such Employee can designate all or part of this benefit for continued health insurance coverage under Agreement; however, sick leave credits in excess of 1096.5 hours and up to 1200 hours may be used only for purposes of health insurance and at no time shall the cash benefit exceed 1096.5 hours. In the case of an Employee's death, this payment shall be made to the Employee's estate under the same conditions set forth above. An Employee's spouse can remain in the City's Health Insurance Plan at his/her own expense if the Employee dies and, in this regard, the Employee and/or the Employee's spouse can remain in the plan until reaching the age of 65 or becoming eligible for Medicare.
- 11.06 Anticipated Time Off. In the event that an Employee is aware in advance that they will need to take sick leave, it shall be the duty of the Employee to notify the Police Chief as far in advance as possible, in writing, of the anticipated time and duration of such sick leave, the reason for requesting such sick leave, and medical certification that the Employee will be able to perform his/her normal work function. Employees will be required to begin using sick leave on the date after which their doctor certifies that they are medically unable to perform their normal duties. An Employee on sick leave is required to notify the Police Chief at the earliest possible time of the anticipated date on which the Employee shall be able to resume his/her normal duties. The Police Chief may require a certificate from a physician that the Employee on sick leave is medically unable to perform his/her normal duties, and such certification may be required for each month the Employee is on sick leave. In the event that an Employee is on sick leave and fails to return to work as soon as he/she is medically able to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the Department and to have waived all employment rights. Sick leave benefits under this provision shall be paid to the Employee who is on sick leave only for the actual service day missed due to medical inability to perform his/her duties.
- 11.07 Light Duty. If an Employee provides the Police Chief with a certificate from his/her doctor that the Employee can safely perform light duty, the Employee shall be provided with light duty for the duration of the illness or injury up to a maximum period of one year. The Employee shall not be returned to his/her regular duties until such time as his/her doctor certifies that he/she is able to safely perform regular duties. After returning from light duty, additional light duty is available subject to the amount already used. Additional available light duty time shall be prorated based on the amount of time used and the additional light duty time shall be earned on a monthly basis, e.g., after using one month of light duty, only eleven months are available until an employee has worked an additional month at full duty, and after two months of light duty, only ten months are available until an employee has worked an additional two months at full duty.
- 11.08 Catastrophic Leave Account. A Catastrophic Leave Account ("CLA") will be created for each Employee for the purpose of accumulating additional sick leave time up to 255 hours. To be eligible, an Employee must already have reached his/her maximum sick leave accrual limit. Employees may only use this CLA time during the event of a major illness when other sick leave time has been exhausted. Time accumulated in the Catastrophic Leave Account is not reimbursable when an Employee terminates or retires from service with the City.

## ARTICLE XII - VACATION

12.01 Rate of Earning. Vacation leave shall be earned and paid out based on a maximum workday of eight and one-half (8 ½) hours for all Employees.<sup>21</sup> The following annual vacation schedule shall apply<sup>22</sup>:

- 59.5 hours of vacation after completion of one year of service;
- 119 hours of vacation after completion of 2 years of service;
- 178.5 hours of vacation after completion of 5 years of service;
- 204 hours of vacation after completion of 20 years of service;
- 212.5 hours of vacation after completion of 25 years of service.

12.02 Using Vacation Time. Vacation leave shall not be cumulative and Employees shall take vacation during the calendar year in which it is earned. If an Employee takes vacation before it is earned, the Employee shall be required to pay back to the City that amount not earned if the Employee leaves the employ of the City. Vacation time may be used in increments up to and including 12 hours.<sup>23</sup> Employees may carry over up to 12 hours of vacation time; any hours in excess of the 12 hours will be forfeited.

12.03 Rules for Scheduler. The Police Chief shall schedule vacation, giving due consideration to seniority rights, the needs of the Department, and to the remaining staff to perform the necessary duties of the Department; however, scheduling of Department employees outside of the bargaining unit shall not affect the scheduling of Employees covered under this Agreement.

12.04 Time-Off Requests.<sup>24, 25</sup> The vacation draw process will be open for submissions on December 1<sup>st</sup> of each year, by utilizing the Department scheduling software, and the process will be closed at the end of the day (11:59 p.m.) on December 31<sup>st</sup>. Each Employee will be afforded the opportunity for his/her first, second, and third priority vacation draws for the period of January 1<sup>st</sup> to December 31<sup>st</sup> of the new calendar year. These three draws will be approved on a seniority basis and on a rotating basis. This means that in accordance with seniority, each Employee will get a first draw. When all Employees have received their first draw on the basis of seniority, the second draw process will be completed, and then the third draw.

- a) Each Employee may submit his/her three priority draws if he/she desires, but if each phase of the priority draw process is not completed as noted above, that person may be bumped. In other words, a first draw request supersedes a second draw request if the dates requested are in conflict.
- b) Vacation requests made on or after January 1<sup>st</sup> will be considered on a first-come first-served basis.
- c) If an Employee selects a vacation day that is on a holiday, he/she will receive an additional vacation day to be scheduled by mutual agreement between the Employee and Police Chief.
- d) Vacation draw requests shall be responded to by the City no later than the end of the day (11:59 p.m.) on January 31<sup>st</sup> of the new calendar year.
- e) Nothing contained in this section shall be construed to mean that management is waiving its right to rescind approved vacation time in the case of a bona fide emergency or in the best interests of the Department (examples of when vacation may be rescinded include, but are not limited to, unanticipated staffing shortages, Departmental emergencies, natural disasters, etc.).

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<sup>21</sup> Conversion of days to hours (i.e., 8 hours instead of 1 day) is in accordance with an MOU agreed to by the Parties in February of 2016.

<sup>22</sup> As agreed to by the Parties on XXXX, 2019, beginning January 1, 2020 this vacation schedule shall also apply to SROs which, heretofore, has been earning a maximum of eight hours of vacation time per workday.

<sup>23</sup> In accordance with an MOU agreed to by the Parties in February of 2016.

<sup>24</sup> In MOU #9 the Vacation Draws policy, Personal Holidays, and Compensatory Time were changed. This was approved by the City and Union on July 27, 2000.

<sup>25</sup> Amendments to language regarding Time-Off Requests was approved by the Parties on XXXX, 2019.

- 12.05 Order of Time Off. Vacation supersedes the use personal (floating) holidays, and personal holidays supersede the use of compensatory time-off.
- 12.06 Vacation Use by New Employees. New Employees shall not be allowed to use vacation for the first nine (9) months of employment.

**ARTICLE XIII - FUNERAL LEAVE**

- 13.01 Paid Funeral Leave. Paid funeral leave of up to 24 hours for Employees assigned to work a regular eight hour shift, 25 ½ hours for Employees assigned to work a regular eight and one/half hour shift, and 32 hours for Employees assigned to work a regular 12 hour shift, as applicable and as determined by the Employee’s assignment at the time of the paid funeral leave use, will be granted to full-time Employees for absences from work cause by a death in the employee’s immediate family.<sup>26</sup> For the purpose of this Article, “immediate family” means:

Employee’s Mother	Employee’s Grandfather	Employee’s Wife
Employee’s Mother-in-Law	Employee’s Brother	Employee’s Husband
Employee’s Step-Mother	Employee’s Half-Brother	Employee’s Son
Employee’s Grandmother	Employee’s Step-Brother	Employee’s Step-Son
Employee’s Father	Employee’s Sister	Employee’s Daughter
Employee’s Father-in-Law	Employee’s Half-Sister	Employee’s Step-Daughter
Employee’s Step-Father	Employee’s Step-Sister	Employee’s Grandchild
		Employee’s Domestic Partner <sup>27</sup>

- 13.02 Guardian or Foster Parent. Under certain circumstances, a guardian or foster-parent arrangement may exist. If this relationship existed in the case of a *part-time* or *seasonal employee*, because of that status, the employee would not be paid for such leave. However, if the employee is a full-time employee, such a relationship may be considered on the same level as a biological parent. Under those circumstances the City Administrator should be consulted before proceeding further.

- 13.03 Other Family Members. Paid funeral leave of up to eight hour for Employee’s assigned to work a regular eight hour shift, eight and one/half hours for Employees assigned to work a regular eight and one/half hour shift, or 12 hours for Employees assigned to work a regular 12 hour shift, as applicable and as determined by the Employee’s assignment at the time of the paid funeral leave use, will be grated to full-time Employees for absences from work caused by the death of an employee’s other family member.<sup>28</sup> For the purpose of this Article, “other family members” means:

Spouse’s Parent	Employee’s Sister-in-Law	Employee’s Nephew
Spouse’s Grandparent	Employee’s Aunt	Employee’s Step-Mother-in-Law
Spouse’s Step-parent	Employee’s Uncle	Employee’s Step-Father-in-Law
Employee’s Brother-in-Law	Employee’s Niece	Employee’s Great Grandparent

- 13.04 Deceased Friend Leave. Time off may be granted at the discretion of the Police Chief or designee for a full-time Employee to attend the funeral services of a deceased friend. If permission is given by the Police Chief or designee to attend such services for a deceased friend, the Employee may request the use of his/her compensatory or vacation time to cover the missed wages.

<sup>26</sup> In accordance with an MOU agreed to by the Parties on July 7, 2017.

<sup>27</sup> Defined by §103.10(1)(ar), Wis. Stat.

<sup>28</sup> Id.

**ARTICLE XIV - PROMOTIONS, VACANCIES**

- 14.01 Promotions. When promoted, Employees shall be placed on the next higher range step of their old positions for the duration of a one year probationary period. At the conclusion of the one year probationary period, employees shall be placed at their appropriate range step.
- 14.02 Filling Vacancies. When new classifications are created or vacancies exist within the Department, Employees shall be given the first opportunity to fill such vacancies. Promotions to another job classification shall be determined on the basis of relative ability, experience, and other qualifications as substantiated by an Employee’s personnel records, including his/her performance appraisals. Where ability, experience, qualifications, and performance are relatively equal, seniority shall be the determining factor. If not promoted, the Employee will be notified of the reason.

**ARTICLE XV - CLOTHING AND PERSONAL PROPERTY**

- 15.01 Allotment. The City will purchase required clothing and replace worn-out clothing in an amount not to exceed the amount noted in the schedule below, per person, per year. Replaced clothing shall be returned to the Department. All purchases must be authorized by the Police Chief and be chosen from the authorized list of clothing. The annual amount for Employee’s clothing will be six hundred dollars (\$600). New Employees shall receive six hundred dollars (\$600) for clothing purchases when starting employment with the Department.
- 15.02 Reimbursement for Damages to Personal Property. Upon the filing of a bona fide claim with the Police Chief, the City will reimburse an Employee up to a maximum of fifty dollars (\$50.00) per year for personal belongings that are damaged in the line of duty.
- 15.03 Ballistic Vest Purchases.<sup>29</sup> The Department will purchase ballistic vests for initial issue and replacement as deemed appropriate by the Chief of Police. Vests will be purchased in accordance with specifications established by the Department at prices agreed upon with the vendor. If an Employee wishes to purchase a vest which meets the minimum specifications of the Department, but costs more than the vest authorized for purchase, the Employee may do so with the approval of the Chief of Police. The Employee will pay the additional cost of the vest from personal funds or clothing allowance. After the equipment has been in service for 30 consecutive months by the Employee, the vest becomes the personal property of the Employee. If the Employee leaves the Department prior to 30 consecutive months of use of the vest, the Employee may purchase the vest from the Department based upon a proration of the original cost to the Department. If the Employee does not wish to purchase the vest, the Department will retain possession; however, if the Employee paid personal funds for a more costly vest, the Department will not reimburse the Employee for this portion of the cost.

**ARTICLE XVI - LONGEVITY**

- 16.01 Rates. Longevity is to be paid to all full-time Employees at the following rates:
  - Three consecutive years of Service with the Department ..... \$60.00 Annually
  - Four consecutive years of Service with the Department..... \$80.00 Annually
  - Five consecutive years of service with the Department..... \$100.00 Annually
  - Each year of consecutive service with the Department after Five Years ..... \$20.00 per Year

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<sup>29</sup> In MOU #8 the City and Union agreed on procedures and conditions for Police Officers who purchase protective vests. The original MOU was approved on January 9, 1989, and recognized again in the July 27, 2000, Agreement.

16.02 Applicability. Employees shall receive longevity pay pursuant to Section 16.01 after completion of the prescribed years of Department employment. Longevity pay shall be computed from the first of the month following the anniversary of the Employee's date of hire. Payment shall be made on the next regular payday. An authorized leave of absence without pay, or sick leave in excess of accrued sick leave benefits, shall not be counted in computing years of service.

#### ARTICLE XVII - HEALTH AND WELFARE

17.01 Lunch Breaks. Employees are entitled to two 30-minute lunch breaks for each 12-hour shift worked and one 30-minute lunch break for each eight or eight and one-half hour shift worked.<sup>30</sup>

17.02 Group Health Insurance Plan. The City participates in the Wisconsin Public Employers' Group Health Insurance Program to provide health care benefits to its employees. The City reserves the right to change to a different plan provided the coverage is comparable. Employees have the option to choose a group health insurance plan from the standard plan and alternative health insurance plans offered by the Wisconsin Public Employers' Group Health Insurance Program in the City's service area.

a) City Contribution. Effective January 1, 2012, the City agrees to pay the premium for single or family health insurance in the amount of ninety (90%) of the gross premium of the alternative or standard health insurance plan that is the least costly qualified plan within the service area. The remaining premium, if any, shall be paid by the Employee via payroll deduction.

a) Retirees. Those employees who have retired from the Department may, at their own expense, choose to continue their coverage through a health care plan offered by the City. Such premiums must be submitted by the retiree on or before the premium due date. If the retiree in question fails to submit any such monthly premium to the City by this date, the employee's coverage under the policy shall be deemed to have terminated.

17.03 Income Continuation Insurance. The City shall provide Income Continuation Insurance through the Wisconsin Public Employers' Group Income Continuation Insurance Program on behalf of eligible Employees.

17.04 Participation in Retirement Plan. Each Employee shall be a participant of the Wisconsin State Retirement Plan as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement System Board. The City shall pay the Employer's contribution amount of such retirement plan pursuant to the required amount per State law for all Employees, and shall also pay the Employee's contribution amount for all Employee's employed by the City as a sworn law enforcement officer prior to September 1, 2012.

#### ARTICLE XVIII - SENIORITY

18.01 Return to Bargaining Unit. With the mutual agreement of the City, an Employee shall be able to return to the bargaining unit without loss of seniority within the bargaining unit during the probationary period. For the purposes of this section, probationary period shall mean duties worked in the Department outside of a position in the bargaining unit.

18.02 When Seniority Applies. Seniority shall apply to layoff from work, recall after layoff from work, and vacation scheduling. Seniority shall also apply to shift preference so long as there are enough qualified Employee's to staff each shift. An Employee shall only be allowed to change shifts when a vacancy occurs on another shift. In addition, each November 1<sup>st</sup> – November 30<sup>th</sup> Employees will be allowed to select shifts with such change to be effective on

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<sup>30</sup> Pursuant to the MOU entered into between the Parties in February of 2016.

or about January 1<sup>st</sup>. Such shift changes are to be based on seniority, preference, and rank. It is understood such shift changes will be made based upon seniority so long as there are enough qualified Employee's to staff each shift. If there are no shift openings that accommodate the shift preferences submitted, these requested preferences will expire effective January 1<sup>st</sup>. If shift openings occur between January 1<sup>st</sup> and the following November 1<sup>st</sup>, the openings will be posted and assignment will be made by seniority when there are enough qualified Employee to staff each shift.<sup>31</sup>

- 18.03 Loss of Seniority. Seniority shall not be lost in the event of a layoff of two years or less. The seniority and employment relationship between the City and the Employee shall be broken and terminated if the Employee resigns or quits, is discharged from employment, fails to report to work within five working days after termination of a leave of absence, is retired, or is on layoff for more than two years.

#### **ARTICLE XIX UNION ACTIVITY**

- 19.01 Union Meetings. The Union may conduct periodic meetings as called by the Association President to discuss Association business. The meetings may be held at City Hall and Employees may attend Union meetings while on duty only for the purpose of agreement proposal preparation and the ratification of any proposed Collective Bargaining Agreement between the Parties. The meeting shall not last longer than ninety (90) minutes for Employees on duty, who must then return to their active shift. Employees on duty are subject to calls for service. The meetings shall be posted at the Police Station and the Police Chief must be notified twenty-four (24) hours in advance of the meeting time. Designated Union Officers shall be allowed to carry out related duties without loss of pay.
- 19.02 Meeting Locations. Union related meetings and/or discussions, whether formal or informal, should whenever reasonably possible be conducted in a separate office or workspace not already occupied by on-duty personnel who are working and not part of the discussion.

#### **ARTICLE XX - MISCELLANEOUS PROVISIONS**

- 20.01 Maintenance of Standards. The City agrees that all conditions of employment pertaining to wages, hours of work, and general working conditions shall be maintained.
- 20.02 Savings Clause. If any Article or Section of this Agreement, or any addendums thereto, shall be held invalid by operation of law by a tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and addendums shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of negotiating a substitute clause for such Article or Section.
- 20.03 Amendments. Amendments to this Agreement may be made only upon written mutual consent of the Parties.
- 20.04 Notice. Written notices to the City as required herein must be mailed to both the City Clerk and to the City Administrator at 101 South Boulevard, Baraboo, WI 53913.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the dates indicated below.

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<sup>31</sup> The City and Union agreed in MOU #7 on July 27, 2000, to make a clarification in Article 8, Section 2 of prior Agreement regarding the submittal of shift preferences.

**FOR THE CITY OF BARABOO**

\_\_\_\_\_  
Mike Palm, Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Ed Geick, City Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Brenda Zeman, City Clerk

Date: \_\_\_\_\_

**FOR THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION, INC.**

\_\_\_\_\_  
Michael Goetz, WPPA Business Agent

Date: \_\_\_\_\_

\_\_\_\_\_  
Mark Creighton, Association President

Date: \_\_\_\_\_

**City of Baraboo**  
**Taxi**  
**Balance Sheets**  
**June 30, 2019 and December 31, 2018**

<b>Assets:</b>		<u>Year to Date</u>	<u>December 31, 2018</u>
Cash	A	\$ (92,432.09)	\$ 9,464.39
Due from State		-	38,551.36
<b>Total Assets</b>		<u>\$ (92,432.09)</u>	<u>\$ 48,015.75</u>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
Accounts Payable		-	24,884.28
Due to Taxi Operator		-	500.00
Due to State		13,961.60	13,961.60
Def Revenue-Expenditure Grant		-	7,160.00
<b>Total Liabilities</b>		<u>\$ 13,961.60</u>	<u>\$ 46,505.88</u>
<b>Fund Equity:</b>			
Fund Balance		(7,170.44)	(14,667.06)
Assigned - Capital Equipment		8,680.31	8,680.31
Net Revenue (Expenditures)		<u>(107,903.56)</u>	<u>7,496.62</u>
<b>Total Fund Equity</b>		<u>(106,393.69)</u>	<u>1,509.87</u>
<b>Total Liabilities and Fund Equity</b>		<u>\$ (92,432.09)</u>	<u>\$ 48,015.75</u>
		-	-

A Cash is typically negative as this is a reimbursement grant. A reimbursement grant provides funding to grant recipients after expenses have been incurred. The City essentially fronts the cash from the general fund and receives reimbursement from the Wisconsin Department of Transportation during the 3rd quarter, and after year end.

**City of Baraboo**  
**Taxi**  
**Income Statement with Comparison to Budget**  
**For The Six Months Ending June 30, 2019**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
<b>Revenues:</b>				
<b>Operating:</b>				
Taxi Grant - Federal	\$ -	\$ 7,918.00	\$ 171,438.00	4.62
Taxi Grant - State	23,577.00	22,819.00	94,307.00	24.20
Taxi Fares	19,642.00	127,167.00	270,000.00	47.10
Taxi Agency Fares	-	-	-	-
<b>Total Operating Revenue</b>				
<b>Capital:</b>				
Taxi Capital Grant	-	-	58,541.00	-
Sale of Assets	-	-	2,400.00	-
Sale of Assets - Contra	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Transfer from General Fund	-	-	5,000.00	-
Fund Balance Applied	-	-	7,235.00	-
<b>Total Capital Revenue</b>				
<b>Total Revenues</b>	<u>43,219.00</u>	<u>157,904.00</u>	<u>608,921.00</u>	25.93
<b>Expenditures:</b>				
<b>Operating:</b>				
Income Continuation				
Publishing	21.88	21.88	25.00	87.52
Repair & Maint Service-Vehicle	-	-	-	-
Special Services	-	-	-	-
Other Contracted Services	43,755.48	227,409.88	532,865.00	42.68
Contra (Package Delivery)	-	-	(150.00)	-
Publications. Training. Dues	-	-	-	-
Operating Supplies	0.51	1.09	5.00	21.80
Other Supplies & Expense	-	-	-	-
<b>Total Operating Expenditures</b>				
<b>Capital:</b>				
Vehicle Purchase	-	36,260.50	73,176.00	49.55
<b>Total Capital Expenditures</b>				
<b>Total Expenditures</b>	<u>44,669.03</u>	<u>265,807.56</u>	<u>608,921.00</u>	43.65
<b>Net Revenues (Expenditures)</b>	<u>\$ (1,450.03)</u>	<u>\$ (107,903.56)</u>	<u>\$ -</u>	

**City of Baraboo**  
**2nd Quarter Financial Report**  
**June 30, 2019**

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><u>General Government</u></b>							
General Fund	Council	40,819.00	-	40,819.00	20,408.95	50.00	
General Fund	Mayor	13,773.00	-	13,773.00	6,350.57	46.11	
General Fund	Data Processing	77,875.00	6,688.00	84,563.00	43,349.37	51.26	Mostly service renewals that are paid in lump sum during the 1st quarter. 51% is reasonable.
General Fund	Ambulance	288,408.00	-	288,408.00	144,204.00	50.00	
General Fund	Airport	39,342.00	-	39,342.00	39,342.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cemetery	29,000.00	-	29,000.00	29,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cultural Expense	-	-	-	-	-	
General Fund	Celebrations & Entertainment	1,370.00	-	1,370.00	1,135.52	82.88	Flag order reimbursement to American Legion paid in June each year. 83% is reasonable.
General Fund	Cable TV	32,000.00	-	32,000.00	13,333.35	41.67	
General Fund	UW Campus	102,500.00	-	102,500.00	102,500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Sauk County Development	10,000.00	-	10,000.00	10,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Pink Lady Rail Commission	500.00	-	500.00	500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Contingency	38,810.00	-	38,810.00	-	-	
General Fund	Transfer to Debt Service	-	-	-	-	-	
General Fund	Transfer to TIF	-	-	-	-	-	
General Fund	Transfer to Capital Projects	-	-	-	-	-	
Capital Projects	Principal on Notes	-	-	-	-	-	
Capital Projects	Debt Issuance Costs	-	-	-	-	-	
Capital Projects	Transfer to Debt Service	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
<b>General Government Total</b>		<b>674,397.00</b>	<b>6,688.00</b>	<b>681,085.00</b>	<b>410,123.76</b>	<b>60.22</b>	

**City of Baraboo**  
**2nd Quarter Financial Report**  
**June 30, 2019**

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><i>Finance Department</i></b>							
General Fund	City Clerk	116,759.00	-	116,759.00	47,807.79	40.95	
General Fund	Elections	33,873.00	-	33,873.00	14,097.15	41.62	
General Fund	Finance	300,784.00	-	300,784.00	153,617.75	51.07	CIVIC Systems software final payment was paid in January. 51% is reasonable.
General Fund	Independent Auditing	45,450.00	-	45,450.00	18,321.00	40.31	
General Fund	City Treasurer	97,786.00	-	97,786.00	45,798.06	46.83	
General Fund	Assessment	42,648.00	-	42,648.00	16,400.71	38.46	
General Fund	Municipal Building	-	-	-	4,162.59	-	
General Fund	PS/Admin Building	164,720.00	4,562.00	169,282.00	82,582.99	48.78	Pass
General Fund	Other General Government	2,940.00	-	2,940.00	2,937.11	99.90	League of Wisconsin membership dues paid in lump sum during the 1st quarter. 100% is reasonable.
General Fund	Illegal Taxes, Tax Refund	863.00	-	863.00	-	-	
General Fund	Property Insurance	96,195.00	-	96,195.00	95,865.00	99.66	Auto physical damage, boiler and property insurance all paid in lump sum during 1st quarter. 100% is reasonable.
General Fund	Liability Insurance	14,634.00	-	14,634.00	-	-	
General Fund	Worker's Compensation	189,789.00	-	189,789.00	176,570.00	93.03	Worker's Compensation insurance is paid in lump sum during 1st quarter. 93% is reasonable.
General Fund	Sealer of Weights & Measures	4,400.00	-	4,400.00	4,400.00	100.00	Wisconsin Department of Agriculture Trade & Consumer Protection for Weights and Measures. Typically paid in May each year. 100% is reasonable.
General Fund	Taxi Transportation	5,000.00	-	5,000.00	-	-	
Capital Projects	PS/Admin Building	503,119.00	-	503,119.00	337,631.05	67.11	USDA payments to CDA during 1st quarter. 67% is reasonable.
<b>Finance Department Total</b>		<b>1,363,345.00</b>	<b>4,562.00</b>	<b>1,367,907.00</b>	<b>1,000,191.20</b>	<b>73.12</b>	

City of Baraboo  
2nd Quarter Financial Report  
June 30, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><u>City Attorney</u></b>							
General Fund	City Attorney	132,963.00	-	132,963.00	52,731.75	39.66	
	<b>City Attorney Total</b>	<b>132,963.00</b>	<b>-</b>	<b>132,963.00</b>	<b>52,731.75</b>	<b>39.66</b>	
<b><u>City Administrator</u></b>							
General Fund	Administration	210,927.00	21,500.00	232,427.00	96,227.14	41.40	
General Fund	Personnel/Safety	6,350.00	-	6,350.00	2,513.22	39.58	
General Fund	Planning	5,707.00	-	5,707.00	1,576.16	27.62	
	<b>City Administrator Total</b>	<b>222,984.00</b>	<b>21,500.00</b>	<b>244,484.00</b>	<b>100,316.52</b>	<b>41.03</b>	
<b><u>Economic Development</u></b>							
General Fund	Economic Development	61,357.00	-	61,357.00	14,625.34	23.84	
	<b>Economic Development Total</b>	<b>61,357.00</b>	<b>-</b>	<b>61,357.00</b>	<b>14,625.34</b>	<b>23.84</b>	
<b><u>Police Department</u></b>							
General Fund	Police Department	2,838,833.00	-	2,838,833.00	1,260,750.54	44.41	
General Fund	Departmental Services	609,558.00	-	609,558.00	170,616.71	27.99	
General Fund	Records & Support	381,574.00	-	381,574.00	180,687.85	47.35	
General Fund	Canine Unit	13,165.00	-	13,165.00	150.00	1.14	
General Fund	Animal Control	2,250.00	-	2,250.00	245.77	10.92	
Capital Projects	Police Department	-	-	-	-	-	
	<b>Police Department Total</b>	<b>3,845,380.00</b>	<b>-</b>	<b>3,845,380.00</b>	<b>1,612,450.87</b>	<b>41.93</b>	

City of Baraboo  
2nd Quarter Financial Report  
June 30, 2019

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><u>Fire Department</u></b>							
General Fund	Municipal Building - Fire Dept	44,202.00	-	44,202.00	17,838.37	40.36	Alliant Energy (electric and heat) for January through May. Utilities are projected to come in over budget by \$2K. Original projection was \$6K over budget (summer months are coming in at lower \$\$). Will need to address Ambulance occupancy expense.
General Fund	Alma Waite Annex	1,400.00	-	1,400.00	1,487.71	106.27	
General Fund	Fire Protection	674,245.00	5,360.00	679,605.00	235,700.73	34.68	
General Fund	Hydrant Rental	289,307.00	-	289,307.00	-	-	
General Fund	Emergency Government	8,634.00	-	8,634.00	32.86	0.38	
General Fund	Transfer to Capital Fund	200,000.00	-	200,000.00	-	-	
Capital Projects	Fire Protection	-	-	-	-	-	
<b>Fire Department Total</b>		<b>1,217,788.00</b>	<b>5,360.00</b>	<b>1,223,148.00</b>	<b>255,059.67</b>	<b>20.85</b>	
<b><u>Inspection &amp; Zoning</u></b>							
General Fund	Building Inspection	112,104.00	-	112,104.00	9,062.76	8.08	
General Fund	Zoning	752.00	-	752.00	171.41	22.79	
<b>Inspection &amp; Zoning Total</b>		<b>112,856.00</b>	<b>-</b>	<b>112,856.00</b>	<b>9,234.17</b>	<b>8.18</b>	

**City of Baraboo**  
**2nd Quarter Financial Report**  
**June 30, 2019**

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><i>Engineering</i></b>							
General Fund	Mapping & Engineering Support	192,156.00	500.00	192,656.00	86,005.40	44.64	Pass
							Sauk County Highway Department
							January bridge inspection is the only
							activity in this account, thus far. 83%
							is reasonable.
General Fund	Bridges	1,500.00	-	1,500.00	1,251.39	83.43	
General Fund	Sidewalk Repair	56,764.00	-	56,764.00	680.85	1.20	
General Fund	Railroad Repairs	-	-	-	-	-	
General Fund	New Streets - Aidable	11,788.00	-	11,788.00	-	-	
General Fund	New Sidewalks	16,667.00	-	16,667.00	122.65	0.74	
Capital Projects	Bridges	-	-	-	-	-	
Capital Projects	Railroad Repairs	-	-	-	-	-	
Capital Projects	New Streets - Aidable	1,364,041.00	-	1,364,041.00	48,126.15	3.53	
Capital Projects	New Sidewalk	14,300.00	-	14,300.00	-	-	
Capital Projects	Transfer to Capital Projects	12,000.00	-	12,000.00	-	-	
Special Assessment Projects	Sidewalk Repair	-	-	-	-	-	
Special Assessment Projects	New Streets - Aidable	-	-	-	-	-	
Special Assessment Projects	New Curb & Gutter	74,432.00	-	74,432.00	-	-	
Special Assessment Projects	New Sidewalk	171,257.00	-	171,257.00	-	-	
	<b>Engineering Total</b>	<b>1,914,905.00</b>	<b>500.00</b>	<b>1,915,405.00</b>	<b>136,186.44</b>	<b>7.11</b>	

**City of Baraboo**  
**2nd Quarter Financial Report**  
**June 30, 2019**

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><u>Public Works</u></b>							
General Fund	Storage Buildings	28,738.00	24,752.00	53,490.00	30,617.08	57.24	Purchased trusses for cold storage building. 57% is reasonable.
General Fund	PW Operations	410,767.00	-	410,767.00	148,140.43	36.06	
General Fund	Machinery & Equipment	328,891.00	(2,000.00)	326,891.00	127,300.09	38.94	
General Fund	City Services Facility	131,144.00	-	131,144.00	39,357.96	30.01	
General Fund	Street Maintenance	306,818.00	18,625.00	325,443.00	119,215.69	36.63	
General Fund	Alleys	74,111.00	-	74,111.00	513.97	0.69	
General Fund	Snow & Ice	294,737.00	86,118.00	380,855.00	331,267.90	86.98	\$77K Plow truck purchased. 87% is reasonable.
General Fund	Trees and Brush	69,887.00	-	69,887.00	14,396.46	20.60	
General Fund	Street Lighting	153,545.00	(500.00)	153,045.00	72,905.76	47.64	
General Fund	Parking Lots	30,753.00	-	30,753.00	757.48	2.46	
General Fund	Garbage & Refuse	108,350.00	-	108,350.00	44,793.91	41.34	
General Fund	Solid Waste Disposal	213,000.00	-	213,000.00	80,889.97	37.98	
General Fund	Recycling	123,108.00	-	123,108.00	42,471.30	34.50	
General Fund	Weeds	10,143.00	-	10,143.00	371.10	3.66	
General Fund	Compost	40,285.00	-	40,285.00	2,679.49	6.65	
Capital Projects	PW-Machinery & Equipment	92,900.00	-	92,900.00	92,900.00	100.00	Skid steers purchased. 100% is reasonable.
Capital Projects	City Services Center	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Parking Lots	-	-	-	-	-	
General Fund	Transfer to Capital Funds	100,000.00	-	100,000.00	-	-	
	<b>Public Works Total</b>	<b>2,517,177.00</b>	<b>126,995.00</b>	<b>2,644,172.00</b>	<b>1,148,578.59</b>	<b>43.44</b>	
<b><u>Library</u></b>							
General Fund	Library	936,800.00	-	936,800.00	439,723.72	46.94	
	<b>Library Total</b>	<b>936,800.00</b>	<b>-</b>	<b>936,800.00</b>	<b>439,723.72</b>	<b>46.94</b>	

**City of Baraboo**  
**2nd Quarter Financial Report**  
**June 30, 2019**

Funds 100,430 & 432	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	06/30/2019 Actual	% of Budget Should be 50	Comment
<b><u>Parks</u></b>							
General Fund	ROW - Trees	102,502.00	3,330.00	105,832.00	77,437.65	73.17	Bucket truck rentals and purchase of stump grinder \$5,489. 73% is reasonable.
General Fund	Civic Center	287,537.00	16,413.00	303,950.00	137,074.71	45.10	
General Fund	Parks	611,833.00	(7,000.00)	604,833.00	213,732.99	35.34	
General Fund	Zoo	258,307.00	9,800.00	268,107.00	108,390.65	40.43	
General Fund	Forestry	102,613.00	-	102,613.00	45,202.29	44.05	
Capital Projects	Civic Center	-	-	-	-	-	
Capital Projects	Parks	198,000.00	19,463.00	217,463.00	77,535.60	35.65	
Capital Projects	Zoo	-	-	-	-	-	
	<b>Parks Total</b>	<b>1,560,792.00</b>	<b>42,006.00</b>	<b>1,602,798.00</b>	<b>659,373.89</b>	<b>41.14</b>	
<b><u>Recreation</u></b>							
General Fund	Recreation	172,330.00	-	172,330.00	62,729.05	36.40	
General Fund	Pool	112,105.00	6,648.00	118,753.00	20,272.31	17.07	
General Fund	Winter Recreation	987.00	-	987.00	921.67	93.38	Skating rink payroll January - March. If activity occurs for December this year, this budget may go over by roughly \$200.
Capital Projects	Pool	20,000.00	-	20,000.00	2,685.00	13.43	
	<b>Recreation Total</b>	<b>305,422.00</b>	<b>6,648.00</b>	<b>312,070.00</b>	<b>86,608.03</b>	<b>27.75</b>	
<b><u>Community Development Authority</u></b>							
General Fund	Community Development	662.00	-	662.00	258.38	39.03	
General Fund	BEDC	41,436.00	-	41,436.00	16,996.13	41.02	
General Fund	CDA Accts Receivable	-	-	-	-	-	
	<b>Community Development Authority Total</b>	<b>42,098.00</b>	<b>-</b>	<b>42,098.00</b>	<b>17,254.51</b>	<b>40.99</b>	
	<b>Total All</b>	<b>14,908,264.00</b>	<b>214,259.00</b>	<b>15,122,523.00</b>	<b>5,942,458.46</b>	<b>39.30</b>	