

AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time: Tuesday, September 28, 2021 **6:15 P.M.**
Location: City Hall, Committee Room #205, 101 South Blvd. Baraboo
Members Noticed: Scott Sloan, Jason Kent, Joel Petty
Others Noticed: Department Heads (*agenda only*), City Admin. C. Bradley, B. Zeman, Post at Library, Media

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

1. Call Meeting to Order

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law
- c. Approve September 14, 2021 minutes
- d. Approve agenda

2. Action Items

- a. **Accounts Payable** – Review and recommendation to Common Council on paying \$424,743.74.
- b. **Mini-Excavator Purchase** – Review and recommendation to Common Council on approving purchase of a new 2021 Bobcat E42 “mini excavator” from Mid-State Group for a purchase price of \$53,500. (*Pinion*)
- c. **Employee Policy Amendment** – Review and recommendation to Common Council on approving the Employee Policy and Procedure Handbook, Section 3.06 “Health Insurance,” changing the percentage of the employer contribution. (*Bradley*)
- d. **City’s Capital Policy** - Review and recommendation to Common Council on approving the City’s Capital Policy. (*Ostrander*)
- e. **1606 8th Street** - Review and recommendation for approving payment of impact at occupancy for 1606 8th Street. (*Bradley*)

3. Discussion Items

- a. Discussion of options for ARPA funding.

4. Adjournment

Scott Sloan, Chairperson

Agenda prepared by B. Zeman & posted on 09/24/2021

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: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, M. Hardy, P. Cannon, T. Pinion

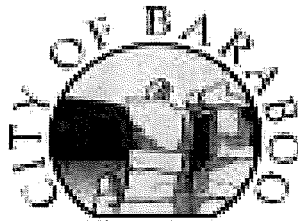
Call to Order –Ald. Sloan called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of August 24, 2021. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$725,471.49**. Motion carried unanimously.
- b) **DNR Urban Forestry Grant** – M. Hardy explained that this is a \$30,000 grant with a \$15,000 match and will be used for the Jackson Property conservancy. These funds will assist us in removing all undesirable and invasive species, replanting, and general maintenance. There is no financial impact to the City. Moved by Kent, seconded by Petty to recommend to Council for approval to submit the DNR Urban Forestry Grant in the amount of \$30,000 for the purpose of maintenance and planting of trees in the Jackson Reserve Conservancy in 2022. Motion carried unanimously.
- c) **CVMIC** – Adm. Bradley noted that we will continue to look at other companies to see if we can find some better rates; at this time we need to commit and staff's recommendation is we continue with Option 1 with a self-insured retention of \$25,000 per claim, a maximum of 4 claims per year. P. Cannon explained that because we own part of CVMIC, there are legal procedures on removing ourselves from CVMIC. Finance Director Ostrander noted that CVMIC does provide us with a lot of additional services such as HR and training. Moved by Petty, seconded by Kent to recommend to Council approving the CVMIC Two-Year Liability Renewal Package, Option #1. Motion carried unanimously.
- d) **Attridge Park Splashpad** – M. Hardy explained that in accordance with our naming policy, when 1/3 of the project is donated, the donor has rights to suggest naming. M. Hardy did receive a call from the potential donor with a small change as he would like to give \$100,000 in June of 2022 and \$50,000 in January of 2023. There has also been a little uncertainty of the name so at this time it will remain the Attridge Park Splashpad at this time. If at any time there is a suggestion for a name change, it will come back to Council for approval. Based on recommendations tonight, the agreement will be amended to match the donation changes. Moved by Petty, seconded by Kent to recommend to Council acceptance of financial donation with the understanding that the first installment of \$100,000 will be paid in June of 2022 and the second installment of \$50,000 will be paid in January of 2023. Motion carried unanimously.
- e) **8th Street Main Extension** – T. Pinion explained that phase 1 of the Jackson Property development includes utility improvements which includes Sanitary Sewer extension on the north side of Hwy 33 and Water Main extension on the south side of Hwy 33. This was offered as two separate bids and it is recommended by staff to accept the low bids. Moved by Petty, seconded by Kent to recommend to Council to accept the low bids of \$274,738.15 from James Peterson Sons, Inc for the Sanitary Sewer extension and \$37,600.00 from J & J Underground LLC for the Water Main extension. Motion carried unanimously.
- f) **Redevelopment Resources** – P. Cannon explained that this is part of the \$105,000 grant that we received from the Economic Development Administration for the purpose of creating an economic development plan for the City. Our original plan was to hire Baker Tilly to do this but EDA came

back and would not allow this. RFP's were sent out and 3 bids were received, 1 which was considered incomplete because they did not provide a price. Staff, as well as BEDC, is recommending we accept the bid from Redevelopment Resources/Studio GWA. Motion by Kent, seconded by Petty to recommend to Council to accept the bid of \$128,575 from Redevelopment Resources/Studio GWA for the creation of an economic development plan. Motion carried unanimously.

Adjournment – Moved by Petty, seconded by Kent and carried to adjourn at 6:45pm.
Brenda Zeman, City Clerk



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

September 28, 2021

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

Category	Total	Accounts Payable Run Date
General	\$ 229,627.39	September 24, 2021
Utility	\$ 186,147.77	September 15, 2021
ACH		
Payroll Remittance Checks	\$ -	
Department Purchasing Cards	\$ 8,968.58	September 13, 2021
Total expenditures	\$ 424,743.74	

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 1
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
192728							
09/24/2021	192728	ABBY VANS INC.	16215	09/09/2021	TAXI-AUGUST SHARED RIDE	230-11-53500-290-000	50,044.40
09/24/2021	192728	ABBY VANS INC.	16215	09/09/2021	TAXI-AUGUST SHARED RIDE FA	230-11-46399-000	11,986.50
Total 192728:							38,057.90
192729							
09/24/2021	192729	ACTION ELECTRIC OF S	6854	09/01/2021	PK-OCHSNER PARK LIGHT REP	100-52-55200-260-000	106.36
Total 192729:							106.36
192730							
09/24/2021	192730	AMAZON.COM	17Q9-1CGN-	09/01/2021	PK-BASKETBALL NETS	100-52-55200-280-000	59.34
Total 192730:							59.34
192731							
09/24/2021	192731	ARING EQUIPMENT CO. I	R46485	09/08/2021	PW-RENTAL OF COMPOST SCR	100-31-53650-530-000	7,500.00
Total 192731:							7,500.00
192732							
09/24/2021	192732	AT&T MOBILITY	2873029191	08/23/2021	PD- CELL PHONES	100-20-52110-220-000	653.60
09/24/2021	192732	AT&T MOBILITY	2873029191	08/23/2021	PD- CELL PHONES CREDIT	100-20-52110-220-000	800.00
09/24/2021	192732	AT&T MOBILITY	2873029191	08/23/2021	PD- MODEMS	100-20-52110-270-000	395.89
Total 192732:							249.49
192733							
09/24/2021	192733	BADGER GLASS LLC	42651	09/13/2021	PK-CITY VIEW LITTLE LIBRARY	100-52-55200-350-000	10.00
Total 192733:							10.00
192734							
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	300-10-58210-620-121	5,578.75
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	360-10-58210-620-121	1,837.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	370-10-58210-620-121	12,917.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	380-10-58210-620-121	6,095.00
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	360-00-11110-000	1,837.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	360-00-11400-000	1,837.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	370-00-11110-000	12,917.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	370-00-11400-000	12,917.50
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	380-00-11400-000	6,095.00
09/24/2021	192734	BARABOO STATE BANK	10/21-INT	09/24/2021	CITY-2012A BOND INTEREST	380-00-11400-000	6,095.00
Total 192734:							26,428.75
192735							
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	370-00-27970-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	300-10-59210-900-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	100-10-49230-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	100-00-17137-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	100-00-34137-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	100-00-34000-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	2015-2 TIF7	09/21/2021	CITY-ADVANCE UTILITY DEBT T	370-00-27100-000	12,598.00
09/24/2021	192735	BARABOO UTILITIES	TAXROLL20	08/20/2021	TRE-SETTLE 2020 TAX ROLL DE	910-00-24520-000	13,726.37

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 2
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 192735:							26,324.37
192736							
09/24/2021	192736	BARABOO-DELLS FLIGH	2021-09	09/15/2021	Maintenance Contract	630-35-53510-200-000	3,535.00
09/24/2021	192736	BARABOO-DELLS FLIGH	2021-09	09/15/2021	Reduction for Rent	630-35-48210-000	746.00-
09/24/2021	192736	BARABOO-DELLS FLIGH	2021-09	09/15/2021	Rent reduct-2021 one mo	630-35-48210-000	88.66-
Total 192736:							2,700.34
192737							
09/24/2021	192737	BOND TRUST SERVICES	66104	08/11/2021	CITY-2015A-UW BOND INTERES	300-10-58210-620-151	33,512.50
Total 192737:							33,512.50
192738							
09/24/2021	192738	BROOKS TRACTOR INC.	S14702	09/08/2021	PW-#25 CUTTING EDGE; SHOE;	100-31-53240-361-000	2,327.28
09/24/2021	192738	BROOKS TRACTOR INC.	S14708	09/08/2021	PW-#34 JD DOZER VALVE	100-31-53240-350-000	690.76
Total 192738:							3,018.04
192739							
09/24/2021	192739	CENTURYLINK	238305367	08/01/2021	LIB - LONG DISTANCE PHONE	100-51-55110-220-000	3.23
09/24/2021	192739	CENTURYLINK	242476995	09/01/2021	LIB-AUG 2021 LONG DISTANCE	100-51-55110-220-000	5.36
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	AIRPORT-LONG DISTANCE	630-35-53510-220-000	.08
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	POLICE-LONG DISTANCE	100-20-52110-220-000	9.72
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	FIRE-LONG DISTANCE	100-21-52200-220-000	6.14
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	BLDG INSPECTOR-LONG DISTA	100-22-52400-220-000	2.05
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	CIVIC CENTER-LONG DISTANC	100-52-55130-220-000	1.35
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	PS/CH BLDG-LONG DISTANCE	100-11-51640-220-000	1.10
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	ENGINEER-LONG DISTANCE	100-30-53100-220-000	3.07
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	ZOO-LONG DISTANCE	100-52-55410-220-000	.28
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	AMBULANCE-LONG DISTANCE	100-00-15620-000	3.58
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	PUBLIC WORKS-LONG DISTAN	100-31-53230-220-000	3.07
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	RECREATION-LONG DISTANCE	100-53-55300-220-000	1.19
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	MAYOR-LONG DISTANCE	100-10-51410-220-000	1.02
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	POOL-LONG DISTANCE	100-53-55420-220-000	.28
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	FINANCE-LONG DISTANCE	100-11-51500-220-000	9.22
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	PARK & REC-LONG DISTANCE	100-52-55200-220-000	1.18
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	ASSESSOR-LONG DISTANCE	100-11-51530-220-000	1.54
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	TREASURER-LONG DISTANCE	100-11-51520-220-000	5.12
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	CITY ATTORNEY-LONG DISTAN	100-13-51300-220-000	2.56
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	CITY ADMIN-LONG DISTANCE	100-14-51400-220-000	3.07
09/24/2021	192739	CENTURYLINK	242488527	09/01/2021	UW CAMPUS-LONG DISTANCE	800-80-55600-220-000	.16
Total 192739:							64.37
192740							
09/24/2021	192740	CHAMBER OF COMMERC	16693	08/24/2021	REC-SAND VOLLEYBALL AWAR	100-53-46751-111	225.00
Total 192740:							225.00
192741							
09/24/2021	192741	CHARTER/SPECTRUM	0197571090	09/05/2021	ZOO-INTERNET	100-52-55410-260-000	99.99

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 3
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 192741:							99.99
192742							
09/24/2021	192742	Christenson, Collin	091121	09/11/2021	FD - PERSONAL CC USE FOR F	100-21-52200-348-000	35.32
Total 192742:							35.32
192743							
09/24/2021	192743	D.L. GASSER CONSTRU	5000024907	09/02/2021	PW-3.440 TON HOT MIX	100-31-53300-371-000	177.16
09/24/2021	192743	D.L. GASSER CONSTRU	5000024916	09/03/2021	PW-11.120 TON HOT MIX	100-31-53300-371-000	572.68
Total 192743:							749.84
192744							
09/24/2021	192744	DEAN BLUM EXCAVATIN	8732	09/14/2021	PW-PICKED UP SCREENED TO	950-36-83100-340-000	204.00
Total 192744:							204.00
192745							
09/24/2021	192745	DECKER SUPPLY COMPA	916478	09/16/2021	PW-STAFF ONLY SIGNS	100-31-53270-340-000	138.99
Total 192745:							138.99
192746							
09/24/2021	192746	DEZ TACTICAL ARMS INC	11453	09/15/2021	PD- BOLT CATCH FOR AR-15 S	100-20-52110-250-000	7.99
Total 192746:							7.99
192747							
09/24/2021	192747	DOG WASTE DEPOT	434336	09/10/2021	PK-DOG WASTE BAGS	100-52-55200-340-000	162.23
Total 192747:							162.23
192748							
09/24/2021	192748	ENVIROTECH EQUIPMEN	21-0016834	08/15/2021	PW-#54 SWEEPER BRUSH /BR	950-36-81000-340-000	5,387.01
Total 192748:							5,387.01
192749							
09/24/2021	192749	FASTENAL COMPANY	WIBAR22996	08/23/2021	PW-VESTS	100-31-53230-319-000	120.08
09/24/2021	192749	FASTENAL COMPANY	WIBAR22996	08/23/2021	PW-NUTS/BOLTS	100-31-53240-350-000	32.10
09/24/2021	192749	FASTENAL COMPANY	WIBAR23008	08/30/2021	PW-DRIVER GLOVES	100-31-53230-319-000	90.68
09/24/2021	192749	FASTENAL COMPANY	WIBAR23023	09/07/2021	PW-MARKING PAINT; ASPHALT	100-31-53300-340-000	224.22
09/24/2021	192749	FASTENAL COMPANY	WIBAR23026	09/09/2021	PW-GOAT GLOVES	100-31-53230-319-000	59.63
09/24/2021	192749	FASTENAL COMPANY	WIBAR23026	09/09/2021	PW-BOLTS; DRILL BITS; GRIND	100-31-53240-340-000	504.40
Total 192749:							1,031.11
192750							
09/24/2021	192750	GERHARDT OBOIS, ERIK	972021	09/07/2021	POOL - AQUA ZUMBA INSTRUC	100-53-55420-215-231	1,500.00
Total 192750:							1,500.00
192751							
09/24/2021	192751	HARTJE TIRE & SERVICE	40-87533	09/13/2021	PD- TIRES FOR SQUADS	100-20-52110-341-000	1,611.60

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 4
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 192751:							1,611.60
192752							
09/24/2021	192752	HOHLS FARM SUPPLY IN	84604	09/07/2021	PK-GRASS SEED	100-52-55200-340-000	33.60
Total 192752:							33.60
192753							
09/24/2021	192753	HOLIDAY WHOLESale	401355	09/10/2021	PW-TORK TOWELS; 2PLY KITC	100-31-53270-340-000	427.42
Total 192753:							427.42
192754							
09/24/2021	192754	JEFFERSON FIRE & SAF	IN133116	09/16/2021	FD - STRUCTURE FIRE BOOTS	100-21-52200-346-000	975.00
09/24/2021	192754	JEFFERSON FIRE & SAF	IN133139	09/17/2021	FD - REPLACEMENT CAPS FOR	100-21-52200-350-000	45.19
09/24/2021	192754	JEFFERSON FIRE & SAF	IN133168	09/20/2021	FD - ANNUAL BREATHING AIR T	100-21-52200-250-000	475.08
Total 192754:							1,495.27
192755							
09/24/2021	192755	JOHN D. PREUER & ASS	221911	09/21/2021	FD - CODE FOR FF BOOK FOR	100-21-52200-320-000	66.70
Total 192755:							66.70
192756							
09/24/2021	192756	JOHN DEERE FINANCIAL	K12194	08/20/2021	PK-MID-STATE MOWER PARTS	100-52-55200-250-000	67.96
Total 192756:							67.96
192757							
09/24/2021	192757	Kayser Chrysler Center	38586	07/21/2021	ZOO- 2021 RAM 1500 GRANITE	100-52-55200-810-000	22,835.00
09/24/2021	192757	Kayser Chrysler Center	38586	07/21/2021	PK-ZOO TRUCK REGISTRATION	100-52-55200-321-000	169.50
Total 192757:							23,004.50
192758							
09/24/2021	192758	KLEENMARK	200539	09/09/2021	CC-TOWELS & TRASH LINERS	100-52-55130-340-000	396.94
Total 192758:							396.94
192759							
09/24/2021	192759	KRIETE TRUCK CENTER-	R104007816:	08/26/2021	PW-2011 MACK 600 REPLACE I	100-31-53635-240-000	5,239.27
Total 192759:							5,239.27
192760							
09/24/2021	192760	MINUTEMAN PRESS-BAR	45781	09/08/2021	PD- LETTERHEAD & ENVELOPE	100-20-52130-310-000	303.81
Total 192760:							303.81
192761							
09/24/2021	192761	MSA PROFESSIONAL SE	351330-4	09/07/2021	ENG-6/27/21 - 8/28/21 WETLAND	312-10-56600-215-000	454.75
Total 192761:							454.75

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 5
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
192762							
09/24/2021	192762	NAPA AUTO PARTS	425902	09/07/2021	PW-V-RIBBED BELT (W/O 14090	100-31-53240-350-000	106.41
09/24/2021	192762	NAPA AUTO PARTS	426226	09/10/2021	PW-OIL, AIR, FUEL FILTER; CAB	100-31-53240-350-000	76.89
09/24/2021	192762	NAPA AUTO PARTS	426432	09/13/2021	PW-OIL FILTER (W/O 409810914	100-31-53240-350-000	5.62
09/24/2021	192762	NAPA AUTO PARTS	426443	09/13/2021	PW-CONNECTOR #17	100-31-53240-350-000	10.40
09/24/2021	192762	NAPA AUTO PARTS	426575	09/14/2021	PW-AIR FILTER (W/O 409810914	100-31-53240-350-000	8.44
Total 192762:							207.76
192763							
09/24/2021	192763	NATIONAL ELEVATOR IN	RI 21003314	09/03/2021	FD - ELEVATOR REINSPECTION	100-21-51610-260-000	70.00
Total 192763:							70.00
192764							
09/24/2021	192764	NFPA INTERNATIONAL	8031303Y	09/03/2021	FD - FPW BANNER	100-21-52200-390-000	60.35
Total 192764:							60.35
192765							
09/24/2021	192765	OFFICE DEPOT INC	1903642830	08/31/2021	PD- ENVELOPES, NOTEPADS,	100-20-52130-310-000	76.58
09/24/2021	192765	OFFICE DEPOT INC	1938422720	09/10/2021	PW-RETRACTABLE PENS BLUE	100-31-53230-310-000	11.66
09/24/2021	192765	OFFICE DEPOT INC	1938438430	09/10/2021	PW-PENS, CORRECTION TAPE;	100-31-53230-310-000	76.72
09/24/2021	192765	OFFICE DEPOT INC	1938438440	09/10/2021	PW-LETTER OPENER	100-31-53230-310-000	1.59
Total 192765:							166.55
192766							
09/24/2021	192766	OREILLY AUTO PARTS/FI	2366-110513	08/17/2021	PW-POWER BEAD (SIGNS)	100-31-53300-364-000	17.99
09/24/2021	192766	OREILLY AUTO PARTS/FI	2366-112383	09/03/2021	PW-WATER PUPMP (W/O 14090	100-31-53240-350-000	154.27
09/24/2021	192766	OREILLY AUTO PARTS/FI	2366-113541	09/15/2021	PW-PIGGY KIT (W/O 170914202	100-31-53240-350-000	213.47
Total 192766:							385.73
192767							
09/24/2021	192767	PETERSON AUTO PARTS	398052	09/13/2021	PW-TRUCK DEF	100-31-53240-348-000	387.64
Total 192767:							387.64
192768							
09/24/2021	192768	POINTON HEATING & AIR	189630	09/13/2021	CC-VALVE REPAIRS	100-52-55130-260-000	488.64
Total 192768:							488.64
192769							
09/24/2021	192769	POSTAL SOURCE INC.	55541	05/13/2021	CITY-POSTAGE MACHINE-MOIS	100-11-51420-343-000	6.50
09/24/2021	192769	POSTAL SOURCE INC.	56161	09/01/2021	FIN-FEEDER/FOLDER MAINTEN	100-11-51500-250-000	480.00
09/24/2021	192769	POSTAL SOURCE INC.	56161	09/01/2021	ENG-METER MAINTENANCE C	100-30-53100-343-000	43.50
09/24/2021	192769	POSTAL SOURCE INC.	56161	09/01/2021	ADMIN-METER MAINTENANCE	100-14-51400-343-000	43.50
09/24/2021	192769	POSTAL SOURCE INC.	56161	09/01/2021	CLK-METER MAINTENANCE CO	100-11-51420-343-000	43.50
09/24/2021	192769	POSTAL SOURCE INC.	56161	09/01/2021	PD-METER MAINTENANCE CON	100-20-52130-343-000	43.50
Total 192769:							660.50
192770							
09/24/2021	192770	QUILL CORPORATION	19219547	09/01/2021	CC-DESK CHAIR BACK CUSHIO	100-52-55130-310-000	30.64

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 6
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
09/24/2021	192770	QUILL CORPORATION	19219547	09/01/2021	PK-TOILET PAPER	100-52-55200-340-000	143.44
09/24/2021	192770	QUILL CORPORATION	19233086	09/02/2021	CC-POWER CABLE	100-52-55130-310-000	11.52
Total 192770:							185.60
192771							
09/24/2021	192771	REEDSBURG UTILITY CO	26578-09202	09/20/2021	CITY-OCT 2021 INTERNET	100-10-51450-250-000	337.55
Total 192771:							337.55
192772							
09/24/2021	192772	REGISTRATION FEE TRU	AB1194	07/25/2021	PW-TITLE 2022 FREIGHTLINER	100-31-53240-810-000	169.50
Total 192772:							169.50
192773							
09/24/2021	192773	REGISTRATION FEE TRU	38368	09/21/2021	PW-2020 RAM 1TON WHITE DU	100-31-53240-240-000	169.50
Total 192773:							169.50
192774							
09/24/2021	192774	REINDERS INC.	2286417-00	09/03/2021	PK-GRASS SEED MIX	100-52-55200-377-000	212.50
09/24/2021	192774	REINDERS INC.	2286417-00	09/03/2021	PK- HERBICIDE	100-52-55200-345-000	356.26
Total 192774:							568.76
192775							
09/24/2021	192775	RELX INC. DBA LEXISNE	3093448774	08/31/2021	ATTY-AUG 2021 SUBSCRIPTION	100-13-51300-320-000	175.00
Total 192775:							175.00
192776							
09/24/2021	192776	RENNERTS FIRE EQUIP	44130	09/14/2021	FD - MOUNTING BRACKET T-9	100-21-52200-350-000	61.07
Total 192776:							61.07
192777							
09/24/2021	192777	RICOH USA INC	5062825272	09/13/2021	CITY-AUG 2021 COPIES	100-11-51500-250-000	452.46
Total 192777:							452.46
192778							
09/24/2021	192778	SEVERSON OIL COMPAN	344790	09/09/2021	FD - STRAIGHT GAS - CANNED	100-21-52200-348-000	142.28
Total 192778:							142.28
192779							
09/24/2021	192779	SPRECHER PLUMBING I	11591	09/18/2021	ZOO-OTTER POND SERVICE	100-52-55410-280-000	120.00
Total 192779:							120.00
192780							
09/24/2021	192780	SSM HEALTHCARE OF W	1221213015	09/01/2021	PD- BLOOD DRAW B21-05173	100-20-52110-270-000	79.00
09/24/2021	192780	SSM HEALTHCARE OF W	1221213015	09/01/2021	PD- BLOOD DRAW B21-05472	100-20-52110-270-000	79.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 192780:							158.00
192781							
09/24/2021	192781	STYLE N STITCHES	9801	09/10/2021	FD - POLO SHRT FOR ASST CHI	100-21-52200-346-000	40.00
Total 192781:							40.00
192782							
09/24/2021	192782	SULLIVANS TWO UNLIMI	150572	08/24/2021	PD- SQUAD 46 REPLACE TORQ	100-20-52110-240-000	171.64
09/24/2021	192782	SULLIVANS TWO UNLIMI	150944	09/10/2021	PD- #49 NEW ALTERNATOR & B	100-20-52110-240-000	659.50
09/24/2021	192782	SULLIVANS TWO UNLIMI	151030	09/17/2021	PD- SQUAD 43 OIL CHANGE	100-20-52110-240-000	42.63
09/24/2021	192782	SULLIVANS TWO UNLIMI	151031	09/20/2021	PD- SQUAD 45 OIL CHANGE &	100-20-52110-240-000	273.19
09/24/2021	192782	SULLIVANS TWO UNLIMI	151032	09/21/2021	PD- SQUAD 46 OIL CHANGE	100-20-52110-240-000	42.63
Total 192782:							1,189.59
192783							
09/24/2021	192783	SUNRISE PROPERTY CA	9417	09/12/2021	PD-MOWING 1 PARCEL 9/10/21	100-31-53640-270-000	80.75
Total 192783:							80.75
192784							
09/24/2021	192784	THE SHOE BOX	80393	09/04/2021	PW-BOOTS - LARRY VERTEIN	100-31-53230-319-000	140.40
09/24/2021	192784	THE SHOE BOX	80479	09/16/2021	PW-SAFETY BOOTS (MIKE SMI	100-31-53230-319-000	150.00
Total 192784:							290.40
192785							
09/24/2021	192785	TOP PACK DEFENSE	6807	09/08/2021	PD- S SMITH DUTY PANTS	100-20-52110-346-000	144.98
Total 192785:							144.98
192786							
09/24/2021	192786	TRANSCENDENT TECHN	M5265	09/15/2021	TRE- COUNTY TAX SOFTWARE	100-11-51520-270-000	1,109.00
Total 192786:							1,109.00
192787							
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG '21 MACHINERY & EQ	100-31-53240-348-000	1,392.65
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	ENG-090821-FUEL	100-30-53100-348-000	36.79
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	FD-090821-FUEL	100-21-52200-348-000	943.89
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PD-ADMNCAR090821-FUEL	100-20-52110-348-000	24.75
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PK-090821-FUEL	100-52-55200-348-000	1,246.76
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG '21 STREET MAINT FU	100-31-53300-348-000	749.96
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PD-ANIMAL CONTROL090821-F	100-20-54110-348-000	110.61
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG '21 TREES & BRUSH F	100-31-53370-348-000	798.76
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PD-090821-FUEL	100-20-52110-348-000	3,981.80
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG -21 GARBAGE FUEL	100-31-53620-348-000	1,526.87
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG -21 RECYCLING FUEL	100-31-53635-348-000	928.58
09/24/2021	192787	US BANK VOYAGER FLE	86925-1835-	09/08/2021	PW-AUG '21 STORMWATER FU	950-36-81000-348-000	333.80
Total 192787:							12,075.22
192788							
09/24/2021	192788	UW VETERINARY CARE	193895	09/20/2021	ZOO-EAGLE WING AMPUTATIO	100-52-55410-211-000	1,046.14

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 8
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 192788:							1,046.14
192789							
09/24/2021	192789	WALDSCHMIDT & SONS	59534	09/16/2021	ZOO-EMU FEED	100-52-55410-342-000	80.79
Total 192789:							80.79
192790							
09/24/2021	192790	WASTEBUILT ENVIRONM	3580944	07/02/2021	PW-#83 CYLINDERPINS; TRANS	100-31-53635-350-000	779.93
09/24/2021	192790	WASTEBUILT ENVIRONM	3586591	07/23/2021	PW-#83 HALF COLLAR	100-31-53635-350-000	1,073.07
09/24/2021	192790	WASTEBUILT ENVIRONM	3597841	09/03/2021	PW-LIMIT SWITCH #54	950-36-81000-350-000	127.99
09/24/2021	192790	WASTEBUILT ENVIRONM	3601059	09/16/2021	PW-#85 JOYSTICK	100-31-53620-350-000	1,346.46
09/24/2021	192790	WASTEBUILT ENVIRONM	3795784	09/03/2021	PW-#83 LIMIT SWITCH	100-31-53635-350-000	127.99
Total 192790:							3,455.44
192791							
09/24/2021	192791	WIS DEPT OF NATURAL	157050410-2	09/13/2021	PW-LIC #10093 RENEWAL 10/1/	100-31-53630-215-000	275.00
Total 192791:							275.00
192792							
09/24/2021	192792	WRPQ RADIO	21080073	08/31/2021	CITY-AUG 2021 CABLE CHANNE	100-10-55370-215-000	2,083.33
Total 192792:							2,083.33
192793							
09/24/2021	192793	ZEP MANUFACTURING C	9006654927	09/07/2021	FD - ID RED CLEANER	100-21-52200-350-000	112.68
Total 192793:							112.68
7002527							
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	003123-0909	09/09/2021	PK-SHELTER HEAT	100-52-55200-223-000	14.70
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	003123-0909	09/09/2021	PK-SHELTER ELECTRIC	100-52-55200-222-000	858.73
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	041272-0909	09/09/2021	CC-HEAT	100-52-55130-223-000	92.90
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	041272-0909	09/09/2021	CC-ELECTRIC	100-52-55130-222-000	1,832.54
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	056281-0908	09/08/2021	FD - ELECTRIC FOR WARNING	100-21-52500-222-000	5.24
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	086392-0830	08/30/2021	PW-HISTORIC LIGHTS	240-31-53420-222-000	1,564.94
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	139770-0908	09/08/2021	AIR-AUG 2021 SRE BLDG ELEC	630-35-53510-222-000	49.59
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	139770-0908	09/08/2021	AIR-AUG 2021 SRE BLDG GAS	630-35-53510-223-000	14.22
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	26926188-09	09/09/2021	PS/ADMIN-AUG 2021 ELECTRIC	100-11-51640-222-000	3,780.09
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	26926188-09	09/09/2021	PS/ADMIN-AUG 2021 GAS	100-11-51640-223-000	540.22
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	294993-0910	09/10/2021	FD - STATION 1 ELECTRIC	100-21-51610-222-000	1,794.67
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	294993-0910	09/10/2021	FD - STATION 1 ELECTRIC	100-21-51610-222-000	633.25
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	294993-0910	09/10/2021	FD - STATION 1 GAS	100-21-51610-223-000	72.56
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	4792325289-	09/10/2021	POOL-ELECTRIC	100-53-55420-222-000	1,213.06
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	4792325289-	09/10/2021	POOL-HEAT	100-53-55420-223-000	869.73
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	514075-0909	09/09/2021	FD - STATION 2 ELECTRIC	100-21-51620-222-000	51.78
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	667361-0909	09/09/2021	PK-PIERCE PAVILION HEAT	100-52-55200-223-000	68.50
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	667361-0909	09/09/2021	PK-PIERCE PAVILION ELECTRI	100-52-55200-222-000	195.95
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	671025 0910	09/10/2021	PW-CITY SRV CNT ELECT	100-31-53270-222-000	1,760.71
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	671025 0910	09/10/2021	PW-CITY SRV CNT GAS	100-31-53270-223-000	118.73
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	837782-0909	09/09/2021	ZOO-HEAT	100-52-55410-223-000	14.71
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	837782-0909	09/09/2021	ZOO-ELECTRIC	100-52-55410-222-000	603.78
09/24/2021	7002527	ALLIANT ENERGY-ONLIN	861880-0902	09/02/2021	AIR-AUG 2021-RUNWAY ELECT	630-35-53510-222-000	384.94

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021Page: 9
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 7002527:							16,535.54
7002528							
09/24/2021	7002528	CAPITAL NEWSPAPERS	64309	08/03/2021	CLK-ORD 2576	100-10-51100-210-000	8.61
09/24/2021	7002528	CAPITAL NEWSPAPERS	64678	08/09/2021	ENG-932 GATEWAY DR CUP	100-30-53100-210-000	20.90
09/24/2021	7002528	CAPITAL NEWSPAPERS	66482	08/24/2021	TIF#12-NOTICE BIDS FOR SEW	312-10-56600-210-000	71.18
09/24/2021	7002528	CAPITAL NEWSPAPERS	67567	08/24/2021	COUNCIL-7/27/21 COUNCIL MIN	100-10-51100-210-000	13.87
09/24/2021	7002528	CAPITAL NEWSPAPERS	68336	09/03/2021	PLAN-PUB HRG-CAVE ENTERP	100-14-56300-210-000	20.90
09/24/2021	7002528	CAPITAL NEWSPAPERS	68712	08/31/2021	CLK-ORD 2578	100-10-51100-210-000	8.02
Total 7002528:							143.48
7002529							
09/24/2021	7002529	CROELL REDI-MIX INC	559154	08/31/2021	FD - BLOCKS FOR TRAINING P	100-21-52200-340-000	400.00
09/24/2021	7002529	CROELL REDI-MIX INC	562815	09/10/2021	PW-WALNUT/LYNN ALLEY STO	950-36-83100-410-000	139.50
Total 7002529:							539.50
7002530							
09/24/2021	7002530	GORDON FLESCH	IN13463387	09/15/2021	FD -COPIES	100-21-52200-310-000	67.92
Total 7002530:							67.92
7002531							
09/24/2021	7002531	HILLS WIRING INC	78015	09/10/2021	PW-HISTORIC LIGHTS OUT	240-31-53420-270-000	787.95
Total 7002531:							787.95
7002532							
09/24/2021	7002532	ISTATE TRUCK CENTER	C271072926:	09/03/2021	PW-#81 CLAMP-BAND, FLAT, EA	100-31-53620-350-000	43.92
09/24/2021	7002532	ISTATE TRUCK CENTER	C271073136:	09/09/2021	PW-#17 BRAKE DRUM; BRAKE	100-31-53240-350-000	1,947.23
Total 7002532:							1,991.15
7002533							
09/24/2021	7002533	MENARDS - BARABOO	72506-31900	09/01/2021	PW-BIRCH STREET STORM SE	950-36-83100-340-000	72.95
09/24/2021	7002533	MENARDS - BARABOO	72515-31900	09/01/2021	PK-PLUMBING PARTS	100-52-55200-350-000	29.99
09/24/2021	7002533	MENARDS - BARABOO	72532-31900	09/01/2021	ZOO-DRAIN	100-52-55410-260-000	6.97
09/24/2021	7002533	MENARDS - BARABOO	72671-31900	09/03/2021	FD - MISC. SUPPLES	100-21-52200-350-000	50.51
09/24/2021	7002533	MENARDS - BARABOO	72681-31900	09/03/2021	PK-RIVERWALK KIOSK POSTS	870-52-55200-861-000	149.73
09/24/2021	7002533	MENARDS - BARABOO	72905-31900	09/07/2021	PW-CSC LIGHT REPAIRS	100-31-53270-350-000	20.24
09/24/2021	7002533	MENARDS - BARABOO	72973-31900	09/08/2021	PK-PARK SHELTER ROOF SHIN	100-52-55200-260-000	576.09
09/24/2021	7002533	MENARDS - BARABOO	72982-31900	09/08/2021	PW-SEWER PIPE BIRCH ST ST	950-36-83100-422-000	84.95
09/24/2021	7002533	MENARDS - BARABOO	72986-31900	09/08/2021	PK-CAMPBELL PARK SHELTER	100-52-55200-350-000	71.24
09/24/2021	7002533	MENARDS - BARABOO	73058-31900	09/09/2021	PS/ADMIN-FLEX PAD,DISTILLED	100-11-51640-350-000	9.12
09/24/2021	7002533	MENARDS - BARABOO	73088-31900	09/10/2021	PK-PIERCE PARK RESTROOM F	100-52-55200-350-000	268.73
Total 7002533:							1,340.52
7002534							
09/24/2021	7002534	TAPCO TRAFFIC & PARKI	I706373	09/01/2021	PW-SIGN MOUNTING KIT, POST	100-31-53300-364-000	362.50
09/24/2021	7002534	TAPCO TRAFFIC & PARKI	I706750	09/08/2021	PW-WISDOT LED 12" COMBO P	100-31-53300-365-000	233.86
Total 7002534:							596.36

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/24/2021 - 9/24/2021

Page: 10
Sep 24, 2021 10:43AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Grand Totals:							<u>229,627.39</u>

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

CITY OF BARABOO

Check Register - Utility
Check Issue Dates: 9/15/2021 - 9/15/2021Page: 1
Sep 15, 2021 10:27AM

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
17361						
09/15/2021	CORE & MAIN LP	W-P181069	08/25/2021	WATER-INVENTORY-ACCT 97801	970-96-10154-001	3,325.00
09/15/2021	CORE & MAIN LP	W-P434034	08/25/2021	WATER-INVENTORY-ACCT 97801	970-96-10154-001	129.35
09/15/2021	CORE & MAIN LP	W-P464320	08/23/2021	WA-METER 5/8" COUPLINGS (50)-ACC	970-96-10346-101	537.50
09/15/2021	CORE & MAIN LP	W-P464320	08/23/2021	WA-MXU TRANSMITTERS-SINGLEPOR	970-96-10346-201	1,400.00
09/15/2021	CORE & MAIN LP	W-P479863	08/25/2021	WATER-INVENTORY-ACCT 97801	970-96-10154-001	792.00
09/15/2021	CORE & MAIN LP	W-P479863	08/25/2021	WA-HYDRANT WRENCHES (2)	970-37-67700-340-000	76.00
09/15/2021	CORE & MAIN LP	W-P520103C	08/31/2021	WA-RET'D MAIN 8X8 TAPPING SLEEV	970-37-67300-236-000	605.00
Total 17361:						5,654.85
17362						
09/15/2021	DEAN BLUM EXCAVATING INC.	W35135-1B	08/31/2021	WA-2021 ST IMPROVEMENT-7TH ST P	970-96-10107-001	59,428.17
Total 17362:						59,428.17
17363						
09/15/2021	FASTENAL COMPANY	S-WIBAR229	08/16/2021	SE-WELDING RODS (5)-CUST WIBAR0	960-36-83400-250-000	52.99
Total 17363:						52.99
17364						
09/15/2021	FIRST SUPPLY LLC MADISON	U12868316	08/30/2021	SEWER-INVENTORY-CUST 5004019	960-96-10154-001	140.00
09/15/2021	FIRST SUPPLY LLC MADISON	U12868316	08/30/2021	WATER-INVENTORY-CUST 5004019	970-96-10154-001	1,252.76
09/15/2021	FIRST SUPPLY LLC MADISON	U12868316	08/30/2021	WATER-MAIN GASKETS-CUST 500401	970-37-67300-236-000	123.12
09/15/2021	FIRST SUPPLY LLC MADISON	W12833855-	08/23/2021	WATER-INVENTORY-CUST 5004019	970-96-10154-001	336.00
Total 17364:						1,851.88
17365						
09/15/2021	GFC LEASING WI	U-100673121	07/27/2021	UTIL-COPIER LEASE/MAINT-PYMT 11	240-36-84000-250-000	95.82
09/15/2021	GFC LEASING WI	U-100673121	07/27/2021	UTIL-COPIER LEASE/MAINT-PYMT 11	950-36-84000-250-000	287.48
09/15/2021	GFC LEASING WI	U-100673121	07/27/2021	UTIL-COPIER LEASE/MAINT-PYMT 11	960-36-85100-530-000	287.48
09/15/2021	GFC LEASING WI	U-100673121	07/27/2021	UTIL-COPIER LEASE/MAINT-PYMT 11	970-37-93200-530-000	287.48
09/15/2021	GFC LEASING WI	U-IN1345738	09/10/2021	UTIL-CANON4235 COLOR IMAGES(65	240-36-84000-250-000	5.82
09/15/2021	GFC LEASING WI	U-IN1345738	09/10/2021	UTIL-CANON4235 COLOR IMAGES(65	950-36-84000-250-000	17.50
09/15/2021	GFC LEASING WI	U-IN1345738	09/10/2021	UTIL-CANON4235 COLOR IMAGES(65	960-36-85100-530-000	17.50
09/15/2021	GFC LEASING WI	U-IN1345738	09/10/2021	UTIL-CANON4235 COLOR IMAGES(65	970-37-93200-530-000	17.50
Total 17365:						1,016.58
17366						
09/15/2021	HUB CHEMICAL CO INC	S6666	09/08/2021	SE-MAIN/RIVER XING DEGREASER	960-36-83100-340-000	1,125.00
Total 17366:						1,125.00
17367						
09/15/2021	J & J UNDERGROUND LLC	W35125-1A	08/31/2021	WA-2021 ST IMPROVEMENTS-4TH AV	970-96-10107-001	84,517.70
Total 17367:						84,517.70
17368						
09/15/2021	MENARDS - BARABOO	S72395	08/30/2021	SE-DUMPSTATION PARTS-ACCT 3190	960-36-83400-260-000	14.55
09/15/2021	MENARDS - BARABOO	S72395	08/30/2021	SE-EDGER BLADE-ACCT 31900288	960-36-83400-260-000	7.99
09/15/2021	MENARDS - BARABOO	W73063	09/09/2021	WA-SAW BLADES/TAPE-ACCT 319002	970-37-66500-340-000	32.95
09/15/2021	MENARDS - BARABOO	W73063	09/09/2021	WA-CLAMPS-2": WELLHOUSE NO. 4	970-37-63100-260-000	8.70

M = Manual Check, V = Void Check

CITY OF BARABOO

Check Register - Utility
Check Issue Dates: 9/15/2021 - 9/15/2021Page: 2
Sep 15, 2021 10:27AM

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
09/15/2021	MENARDS - BARABOO	W73063	09/09/2021	WA-MAIN SUPPLIES: CUTOFF WHEEL/	970-37-67300-236-000	22.46
09/15/2021	MENARDS - BARABOO	W73349	09/14/2021	WA-SERVICE FITTINGS-ACCT 3190028	970-37-67500-238-000	25.71
Total 17368:						112.36
17369						
09/15/2021	MILESTONE MATERIALS	U350023759	08/27/2021	UTIL- 3/4' CLEAN BIT AGGREGATE (62.	950-36-83100-374-000	351.80
09/15/2021	MILESTONE MATERIALS	U350023759	08/27/2021	UTIL- 3/4' CLEAN BIT AGGREGATE (62.	970-37-67300-236-000	175.89
09/15/2021	MILESTONE MATERIALS	U350023759	08/27/2021	UTIL- 3/4' CLEAN BIT AGGREGATE (62.	970-37-67500-238-000	175.89
Total 17369:						703.58
17370						
09/15/2021	MINUTEMAN PRESS-BARABOO	U45814	09/14/2021	UTIL-ENVELOPES: 1,000 WINDOW	240-36-84000-310-000	7.75
09/15/2021	MINUTEMAN PRESS-BARABOO	U45814	09/14/2021	UTIL-ENVELOPES: 1,000 WINDOW	950-36-84000-310-000	23.23
09/15/2021	MINUTEMAN PRESS-BARABOO	U45814	09/14/2021	UTIL-ENVELOPES: 1,000 WINDOW	960-36-85100-310-000	23.23
09/15/2021	MINUTEMAN PRESS-BARABOO	U45814	09/14/2021	UTIL-ENVELOPES: 1,000 WINDOW	970-37-90300-310-000	23.23
Total 17370:						77.44
17371						
09/15/2021	MSA PROFESSIONAL SERVICE	W35127#3	09/02/2021	WA-ENGINEERING: CTY A TOWER RE	970-37-95000-860-000	762.50
09/15/2021	MSA PROFESSIONAL SERVICE	W35127#3	09/02/2021	WA-ENGINEERING: CTY A TOWER RE	970-96-10183-001	762.50
09/15/2021	MSA PROFESSIONAL SERVICE	W35127#3	09/02/2021	WA-ENGINEERING: CTY A TOWER RE	970-37-95000-899-000	762.50
Total 17371:						762.50
17372						
09/15/2021	OLD SCHOOL PLUMBING LLC	W82521	08/25/2021	WA-REPIPE WATER LINE@120 7TH ST	970-37-67500-238-000	232.18
Total 17372:						232.18
17373						
09/15/2021	OMNI MATERIALS INC	S347490	08/22/2021	SEWER-KILNDUST-CUST BAR	960-36-82710-345-000	1,631.24
Total 17373:						1,631.24
17374						
09/15/2021	RIVERSIDE RENTALS	W69347	09/08/2021	WA-20# CYLINDER-CO2 REFILL-RED T	970-37-67500-238-000	25.00
Total 17374:						25.00
17375						
09/15/2021	SEWER DEBT SERVICE FUND	S09/2021	09/15/2021	SEWER-SEPT 2021 FUNDING	960-96-10125-001	27,965.15
Total 17375:						27,965.15
17376						
09/15/2021	US BANK VOYAGER FLEET SYS	S869251835	09/08/2021	SEWER-FUEL: JET VAC	950-36-83100-348-000	51.63
09/15/2021	US BANK VOYAGER FLEET SYS	S869251835	09/08/2021	SEWER-FUEL: JET VAC	960-36-83100-348-000	51.64
09/15/2021	US BANK VOYAGER FLEET SYS	S869251835	09/08/2021	SEWER-FUEL: PICKUP	960-36-82800-348-000	72.16
09/15/2021	US BANK VOYAGER FLEET SYS	W869251835	09/08/2021	WATER-FUEL-TRUCKS	970-37-66200-348-000	789.72
Total 17376:						965.15

M = Manual Check, V = Void Check

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
17377						
09/15/2021	WI STATE LABORATORY OF HY	W686141	08/31/2021	WA-FLUORIDE TEST-AUG 2021	970-37-64200-217-000	26.00
Total 17377:						26.00
Grand Totals:						186,147.77

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

CITY OF BARABOO

Check Register - General
Check Issue Dates: 9/13/2021 - 9/13/2021Page: 1
Sep 13, 2021 07:50AM

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1332							
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - BOTTLED WATER FOR INC	100-21-52200-390-000	159.20
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - HECHT HOTEL STEVENS P	100-21-52200-320-000	328.00
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - CPR CARDS KIDS STOP #1	100-21-52200-320-000	180.00
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - CPR CARDS KIDS STOP #2	100-21-52200-320-000	180.00
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - CPR CARDS FOR PARKS D	100-52-55200-320-000	40.00
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - SIMULATION SUBSCRIPTI	100-21-52200-320-000	139.95
09/13/2021	1332	US BANK	0171-082521	08/25/2021	FD - SCHEDULING SOFTWARE	100-21-52200-270-000	40.00
09/13/2021	1332	US BANK	3239-082521	08/25/2021	PD- BONHAM HOTEL STAY GRE	100-20-52120-320-000	238.00
09/13/2021	1332	US BANK	3287-082521	08/25/2021	ZOO-FLY CONTROL	100-52-55410-340-000	23.95
09/13/2021	1332	US BANK	3287-082521	08/25/2021	ZOO-GRIES CONFERENCE HO	100-52-55410-320-000	194.97
09/13/2021	1332	US BANK	3287-082521	08/25/2021	FORESTRY-HESS ISA MEMBER	100-52-56110-320-000	180.00
09/13/2021	1332	US BANK	3287-082521	08/25/2021	FORESTRY-TREE REMOVAL EQ	100-52-56110-340-000	479.93
09/13/2021	1332	US BANK	3287-082521	08/25/2021	ZOO-LLAMA FEED	100-52-55410-342-000	53.85
09/13/2021	1332	US BANK	3287-082521	08/25/2021	ZOO-GRIES WOLF CONFEREN	100-52-55410-320-000	300.00
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB - GIFT CARDS FOR 1000 BK	100-51-55110-391-510	15.00
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LAUNCHPADS-(7) NEW	100-51-55110-328-000	929.93
09/13/2021	1332	US BANK	3438-082521	08/25/2021	POSTAGE	100-51-55110-343-000	50.03
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB - BUILDING EXPANSION TO	850-51-55110-300-000	26.94
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB -VET GLOVES	100-51-55110-391-510	14.89
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB NEW NAME BANNERS	850-51-55110-300-000	120.00
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB - YOUTH PROGRAM NOTE P	100-51-55110-391-510	21.94
09/13/2021	1332	US BANK	3438-082521	08/25/2021	LIB -1000 BOOKS BANNER	100-51-55110-391-510	60.00
09/13/2021	1332	US BANK	7925-082521	08/25/2021	CDA-CURTAIN RODS/BLINDS	100-00-15980-000	63.32
09/13/2021	1332	US BANK	7925-082521	08/25/2021	CDA-CURTAIN RODS/BLINDS	100-00-15980-000	415.17
09/13/2021	1332	US BANK	7925-082521	08/25/2021	CDA-COSTCO TENENT PARTY	100-00-15980-000	216.28
09/13/2021	1332	US BANK	7925-082521	08/25/2021	CDA-TENENT PARTY	100-00-15980-000	5.53
09/13/2021	1332	US BANK	7925-082521	08/25/2021	CDA-POSTAGE	100-00-15980-000	50.00
09/13/2021	1332	US BANK	8480-082521	08/25/2021	PW-EMPLOYEE ENTRANCE DO	100-31-53270-350-000	160.00
09/13/2021	1332	US BANK	8480-082521	08/25/2021	PW-SAFETY GEAR	100-31-53230-319-000	209.26
09/13/2021	1332	US BANK	8480-082521	08/25/2021	PK-FORESTRY GEAR	100-52-56110-340-000	200.42
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - STREAMLIGHT & AA BATTE	100-21-52200-340-000	130.95
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - SPLASHTOP LICENSES(2)	100-21-52200-310-000	158.40
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - ROPE RESCUE GLOVES .	100-21-52200-346-000	60.97
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - ROPE RESCUE GLOVES	100-21-52200-346-000	22.72
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - NFPA MEMBERSHIP	100-21-52200-320-000	175.00
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - BOOK PURCHASES	100-21-52200-320-000	124.01
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - CEILING SPEAKERS	430-21-51610-822-000	45.68
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - BOOK PURCHASE	100-21-52200-320-000	84.99
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - PAPER TOWEL SUPPLIES	100-21-51610-340-000	121.80
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - CEILING SPEAKER WIRE	430-21-51610-822-000	39.99
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - ROPE RESCUE GLOVES	100-21-52200-346-000	550.15
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD - ROPE RESCUE GLOVES	100-21-52200-346-000	68.16
09/13/2021	1332	US BANK	8667-082521	08/25/2021	PD-SPLASHTOP LICENSES (3)	100-20-52110-250-000	237.60
09/13/2021	1332	US BANK	8667-082521	08/25/2021	FD-KEYBOARD/MOUSE	100-21-52200-310-000	12.99
09/13/2021	1332	US BANK	8726-082521	08/25/2021	PD- RADIO BATTERIES	100-20-52110-340-000	99.98
09/13/2021	1332	US BANK	8726-082521	08/25/2021	PD- SINDEN EAR MUFFS FOR R	100-20-52110-346-000	45.46
09/13/2021	1332	US BANK	8726-082521	08/25/2021	PD- SINDEN EYE PROTECTION	100-20-52110-346-000	19.99
09/13/2021	1332	US BANK	8726-082521	08/25/2021	PD- SINDEN FLASHLIGHT BATT	100-20-52110-346-000	110.00
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- OAKESON WNOA TRAININ	100-20-52120-320-000	200.00
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- WATER, ICE, CLEANING SU	100-20-52110-340-000	21.16
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- AED PADS	100-20-52110-270-000	205.64
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- SHARPS DISPOSAL	100-20-52120-270-000	68.58
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- USPS EVIDENCE MAILING	100-20-52120-340-000	13.20
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- CONNELLY CPST TRAINING	100-20-52110-320-000	75.00
09/13/2021	1332	US BANK	8829-082521	08/25/2021	PD- ROLLING STOOLS, AIR TAN	100-20-52120-340-000	208.94

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
09/13/2021	1332	US BANK	8895-082521	08/25/2021	PD- LEXISNEXIS JULY	100-20-52120-270-000	150.00
09/13/2021	1332	US BANK	8895-082521	08/25/2021	PD- CENEX GAS FOR CALE'S L	100-11-51640-350-000	22.92
09/13/2021	1332	US BANK	8972-082521	08/30/2021	LIB-TEEN VIDEO GAMES	100-51-55110-328-000	147.97
09/13/2021	1332	US BANK	8972-082521	08/30/2021	LIB-TEEN VOLUNTEER PARTY	100-51-55110-391-511	11.75
09/13/2021	1332	US BANK	8972-082521	08/30/2021	LIB-KIDS MASKS	290-10-54900-319-000	17.49
09/13/2021	1332	US BANK	8979-082521	08/25/2021	LIB - DONORPERFECT MONTHL	100-51-55110-311-000	69.94
09/13/2021	1332	US BANK	9442-082520	08/25/2021	ENG-JOB POSTING AUG 2021	100-30-53100-320-000	25.84
09/13/2021	1332	US BANK	9442-082520	08/25/2021	ENG-JOB POSTING AUG 2021	100-30-53100-320-000	504.75
09/13/2021	1332	US BANK	9682-082521	08/25/2021	FIN-NOTARY BOND ATKINSON	100-11-51420-520-000	20.00
Total 1332:							8,968.58
Grand Totals:							8,968.58

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

NBR-1

RESOLUTION NO. 2021 -

Dated: September 28, 2021

The City of Baraboo, Wisconsin

Background: This is a Resolution to approve the purchase of a new “mini excavator” that was being scheduled for a 2022 purchase to replace our 2013 John Deere 310SK Backhoe. The preferred unit is a 2021 Bobcat E42 track excavator with “extenda reach” capabilities.

The purchase of this new excavator is being recommended due capabilities and versatility that this unit provides versus our backhoe. Our current backhoe will then be traded as part of our 2022 purchase of a Bobcat compact loader. The backhoe has been given a trade-in value of \$44,000 by the vendor. The purchase will be completed utilizing \$53,500 from our capital equipment fund balance.

The Public Works Department obtained quotes from two separate vendors in anticipation of a 2022 purchase. Mid-State Group of Prairie Du Sac quoted a price of \$53,500 for the unit available now. Brooks Tractor of Sun Prairie quoted \$70,000 for a unit to be ordered out in 2022. After reviewing both quotes provided, based on functional ability of the unit and overall cost, it is our recommendation that the purchase of the 2021 Bobcat E42 mini excavator be pursued. The unit available now via Mid-States Group allows us to avoid a potential 6-8% increase in purchase price for 2022, and can be purchased by available funds without a need for amendment to the General Fund.

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

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

THAT the purchase of a new 2021 Bobcat E42 “mini excavator” from Mid-State group with a purchase price of \$53,500 is hereby approved.

Offered by: Public Safety & Finance
Motion:
Second:

Approved: _____
Attest: _____

RESOLUTION NO. 2021 -

Dated: September 28, 2021

The City of Baraboo, Wisconsin

Background: The City of Baraboo currently participates in the Wisconsin Public Employer’s Group Health Insurance Program which is administered by the Department of Employee Trust Funds. By participating in this, employees have the option to select any plan offered. For 2022, qualified plans for Sauk County include Dean Health Insurance, GHC of South Central Wisconsin and Quartz Central. Currently, the City is paying 86% of the premium for the lowest qualified plan in Sauk County.

For 2022, GHC of South Central Wisconsin is the lowest qualified plan for Sauk County at \$714.86 for single coverage and \$1,751.84 for family coverage. Based on budget projections for 2022, and the decrease in the premium for GHC of South Central Wisconsin for 2022, we are recommending that the percentage paid by the City be adjusted to 90% of the premium for the lowest qualified plan in Sauk County. This matches what the City is currently paying for Police Union.

\$714.86 x 90% = \$643.37 City contribution for Single coverage, 2022
\$1,751.84 x 90% = \$1,576.66 City contribution for Family coverage, 2022

Employees are then responsible for the remainder of the premium which will vary depending on the plan selected by the employee. Employee contributions for Part-Time employees will continue to be based on the number of hours worked per week on the average as compared to forty (40) hours per week.

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

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

That the Employee Policy & Procedure Handbook be amended as follows:

3.06 Health Insurance

A. Policy All employees eligible under the State of Wisconsin Retirement System (WRS) are eligible to participate in the City’s Health Insurance Program. Terminating or retired employees and their spouse may obtain health insurance coverage under the City plan at their own expense according to the terms of the Employee Trust Fund who administers COBRA benefits on behalf of the City.

Employees have the option to choose a group health insurance plan from the standard plan and the alternate health insurance plans offered by the Wisconsin Public Employer’s Group Health Insurance Program in the city’s service area. The City will contribute 90% of the premium for the lowest qualified plan offered in Sauk County provided it does not exceed the allowable maximum share of 88% of Tier 1 Qualified Plans’ Average Premium. Employees are required to pay any remaining balance a portion of the cost of the health insurance premium. The level of participation in the premium is determined by the Common Council, and shall comply with State law. All employees eligible under the State of Wisconsin Retirement Alma Waite Funds Policy is hereby adopted and shall be in full force and effect upon the passage of this Resolution.

Offered by: Finance/Personnel Comm.

Approved: _____

Motion:

Second:

Attest: _____

RESOLUTION NO. 2021 -

Dated: September 28, 2021

The City of Baraboo, Wisconsin

Background: The City of Baraboo is required to implement the accounting and financial reporting requirements for capital assets, including infrastructure, and depreciation with Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments.

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

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

Implementation of the Asset Capitalization Policy be implemented to provide definitions and the classes of capitalized assets; establish the monetary threshold for capitalization; provide definitions of the cost basis of capitalized assets; and outline the user responsibility requirements.

This information will be used to calculate depreciations required for Governmental Wide Statements utilizing the straight-line method of depreciation.

Offered by: Finance/Personnel Comm.

Approved: _____

Motion:

Second:

Attest: _____



Asset Capitalization Policy

Purpose:

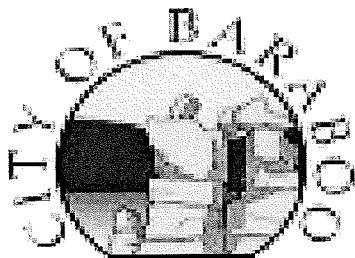
The City of Baraboo is required to implement the accounting and financial reporting requirements for capital assets, including infrastructure, and depreciation with Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements, and Management's Discussion and Analysis for State and Local Governments. This policy will provide definitions and the classes of capitalized assets; establish the monetary threshold for capitalization; provide definitions of the cost basis of capitalized assets; and outline the user responsibility requirements. This information will be used to calculate depreciation required for Government Wide Statements utilizing the straight-line method of depreciation.

Definition:

Capital Assets are assets that are used in operations and have an initial useful life in excess of one year. Listed below are classes of assets, the capitalization threshold, and estimated useful life:

Asset Class	Threshold	Estimated Useful Life	Expense Object Code
Land – Real property gifted or purchased, vacant land, cost of land attached to building or highway	\$10,000	Capitalization only. Indefinite useful life.	820
Land Improvements – Preparing land for intended use, fencing, excavation, parking lots, relocations costs, landscaping, etc.	\$10,000	10-30 years	821
Buildings - Permanent (non-moveable) structures, office buildings, shelters, storage buildings, etc.	\$10,000	25-75 years	822
Building Improvements – Permanently attached fixtures, machinery, generators, security systems, lighting, wiring, etc.	\$10,000	25-50 years	822
Vehicles – Cars, trucks, and vans (including improvements that adapt it to a different use such as public safety vehicles)	\$10,000	5-20 years	810
Equipment/Machinery – Backhoes, mowers, lab equipment, etc.	\$5,000	5-20 years	814
Equipment/Machinery – Computers, servers, routers, etc.	\$5,000	5-20 years	814
Equipment/Machinery – Desks, tables, chairs, file cabinets, etc.	\$5,000	5-20 years	814
Facilities Equipment – Pool, zoo, playgrounds, scoreboards, bleachers, etc.	\$10,000	10-20 years	861
Infrastructure – Roads, bridges, water, sewer, lighting, sidewalks, stormsewer, etc.	\$10,000	25-80 years	Spreadsheet tracking
Construction/Work In Progress – Wells, building projects, etc.	\$10,000	Defined Upon Completion	Balance Sheet WIP Account
Intangible Assets – Software, easements, water rights, etc.	\$10,000	3-indefinite years	Rarely used

Capital Asset Acquisition Form



Activity Code

Is this item shared with another Department? If yes, enter Department Name and its share here:

Asset Classification

Asset ID

Acquisition Information

Acquisition Information checkboxes and value fields: Purchased from Vendor, Donation from, Transfer from Department, Salvage Value

Purchase Order Number, Invoice Number, Date Placed in Service

Asset Information

Asset Information fields: Year, Serial/VIN#, Make, Model

Physical Location

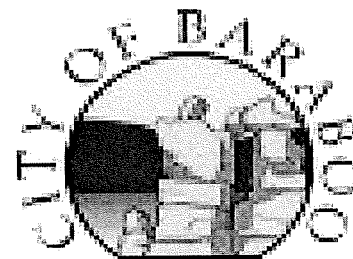
Physical Location checkboxes: Garaged Inside, Taken Home, Non-Owned/Leased, Battery Shut-off Equipped

Attachments

Please indicate if there are any attachments normally physically connected to this new asset. An example is a tractor with a loader, or a mower with a snowblower. The City tracks parent/child units and will verify that all pieces are recorded as City assets. Give as much detail as possible, including asset ID #, Make, Model or Serial Number.

Attachments text input area

Capital Asset Disposition Form



General description of asset:

Asset #

Asset information:

Year

Serial/VIN#

Make

Model

What asset replaced the one that was disposed?

Year

Serial/VIN#

Make

Model

Method of disposal:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Auction

Sale

Transfer

Destroyed

Scrap

Other

Value Received at disposal:

From:

Additional comments from Department Head: