



AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time:

Tuesday, July 26, 2022 6:00 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 minutes of July 12, 2022.
- d. Approve agenda.

2. Action Items

- a. **Accounts Payable** – Review and recommendation to Common Council on paying \$871,379.21.
- b. **Replacement of Private Lead Services** – Review and recommendation to Common Council to consider awarding the contract to Mid City Corporation in the amount of \$116,000 for replacement of 16 private lead services. (*Peterson*)
- c. **Line of Credit** – Review and recommendation to Common Council to authorize the City to draw from the Line of Credit with Baraboo State Bank. (*Ostrander*)

3. Discussion Items

- Purchasing Policy

4. Adjournment

Scott Sloan, Chairperson

Agenda prepared by B. Zeman & posted on 07/22/2022

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, Seth Meise

Call to Order –Ald. Sloan called the meeting to order at 6:00p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of June 28, 2022. Motion carried unanimously. Moved by Petty, seconded by Kent to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council approval of the accounts payable for **\$668,447.95**. Motion carried unanimously.

- b) **Expansion of TID #8** – The Committee reviewed the map showing the expansion of TID #8. This expansion, and amended project plan, will allow for TID funds to be used for the Bowden (Southside) Development, reimbursement up to \$2M. By using TID #6 revenue to pay off TID #8, plus the little bit collected from TID #8 over the remainder of its life, that will accumulate to a little over \$2M and that will be what is used for reimbursement for the Bowden Development. The last expenses for this TID #8 must be incurred prior to 2027; the TID is scheduled to close 2040. Because this TID is amended prior to September 30th, it goes back to January 1st, 2022. Moved by Kent, seconded by Petty to recommend to Common Council to approve the “Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District #8”. Motion carried unanimously.

- c) **Expansion of TID #11**– The Committee reviewed the map showing the expansion of TID #11. It was noted that TID #11 was an exact overlay of TID #7. Adm. Bradley explained that we have received a request to amend this TID for various projects. He is anticipating \$75M worth of projects in this TID. Moved by Petty, seconded by Kent to recommend to Common Council to approve the “Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District #11”. Motion carried unanimously.

- d) **Development Agreement** –Adm. Bradley presented the Development Agreement with KMD, LLC. They are not asking for incentives; the only request of the City is to upgrade Waldo. All roads internally will be owned and maintained by the developer as part of the condo association. They are asking that we take ownership of the water and sewer; they will provide the easements and stormwater facility. This will also include a park, walking path, and clubhouse as part of the condo association; these will be for use by the condo association only. Moved by Petty, seconded by Kent to approve the amended Development Agreement with KMD, LLC. Amendments are as follows:

2.1 Improvements

(c) Developer shall promptly pay for all City impact fees. As additional consideration to developer for this Agreement and as long as no Default exists under the Agreement, the City agrees to defer the due date for the payment of impact fees to on or before thirty (30) calendar days after the earlier of Developer receiving: (i) a certificate of occupancy for **all each** of the duplex buildings, or (ii) a certificate of substantial completion from Developer’s architect for the Project related to **all each** three-unit condominium buildings on the Property.

Exhibit B

a. Streets

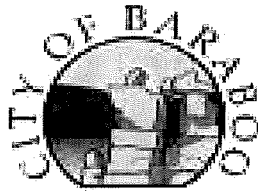
Developer shall grade and surface streets within the Property for the Project, street design shall be reviewed by the City Engineer. **All streets will be private.**

Motion carried unanimously.

Discussion Items:

- Purchasing Policy - No discussion took place. This will be placed on the July 26, 2022 Finance/Personnel Committee agenda.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:46pm.
Brenda Zeman, City Clerk



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

July 26, 2022

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

Category		Total	Accounts Payable Run Date
General	\$	770,393.67	July 22, 2022
Utility	\$	96,699.94	July 15, 2022
ACH	\$	-	
Payroll Remittance Checks	\$	-	
Department Purchasing Cards	\$	4,285.60	July 15, 2022
Total expenditures	\$	871,379.21	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
194424							
07/22/2022	194424	ABBY VANS INC.	20084	07/13/2022	TAXI - JUN SHARED RIDE	230-11-53500-290-000	51,457.80
07/22/2022	194424	ABBY VANS INC.	20084	07/13/2022	TAXI - JUN SHARED RIDE FARE	230-11-46399-000	14,253.50
Total 194424:							37,204.30
194425							
07/22/2022	194425	BARABOO POWER EQUI	108905	07/08/2022	ZOO-STIHL OIL MIX	100-52-55410-350-000	135.96
07/22/2022	194425	BARABOO POWER EQUI	109019	07/12/2022	PK-TRIMMER LINE	100-52-55200-250-000	14.99
07/22/2022	194425	BARABOO POWER EQUI	109020	07/12/2022	PW-3/16" FILE 3 PACK	100-31-53370-340-000	20.42
07/22/2022	194425	BARABOO POWER EQUI	109020	07/12/2022	PW-EXHAUST GASKET; SPLINE	100-31-53240-350-000	21.14
Total 194425:							192.51
194426							
07/22/2022	194426	BARABOO SCHOOL DIST	2NDQTR202	07/19/2022	TRE-2ND QTR MOBILE HOME F	100-00-24610-000	10,446.33
Total 194426:							10,446.33
194427							
07/22/2022	194427	BARABOO STATE BANK	08/22INT	07/19/2022	CITY-2019A BOND INTEREST	300-10-58210-620-191	10,958.75
07/22/2022	194427	BARABOO STATE BANK	08/22INT	07/19/2022	CITY-2013B BOND INTEREST	300-10-58210-620-132	4,366.25
07/22/2022	194427	BARABOO STATE BANK	08/22INT	07/19/2022	CITY-2013A BOND INTEREST	380-10-58210-620-131	9,748.75
07/22/2022	194427	BARABOO STATE BANK	08/22INT	07/19/2022	CITY-2013A BOND INTEREST	370-10-58210-620-131	1,361.25
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND PRINCIPAL	380-10-58110-610-131	140,000.00
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND TRANSFER	380-00-11400-000	149,748.75
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND TRANSFER	380-00-11110-000	149,748.75
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND PRINCIPAL	370-10-58110-610-131	55,000.00
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND TRANSFER	370-00-11400-000	56,361.25
07/22/2022	194427	BARABOO STATE BANK	08/22PRINC	06/29/2022	CITY-2013A BOND TRANSFER	370-00-11110-000	56,361.25
Total 194427:							221,435.00
194428							
07/22/2022	194428	BARABOO-DELLS FLIGH	2022-07	07/15/2022	Maintenance Contract	630-35-53510-200-000	3,650.00
07/22/2022	194428	BARABOO-DELLS FLIGH	2022-07	07/15/2022	Reduction for Rent	630-35-48210-000	657.34
07/22/2022	194428	BARABOO-DELLS FLIGH	21715	07/15/2022	AIR-GATER GAS	630-35-53510-348-000	27.80
Total 194428:							3,020.46
194429							
07/22/2022	194429	BARNES, MELISSA	17259	07/11/2022	POOL-SWIM LESSONS REFUN	100-53-46750-220	40.00
Total 194429:							40.00
194430							
07/22/2022	194430	BATZNER PEST CONTRO	3381124	07/12/2022	FD - BUG CONTROL	100-21-51610-260-000	53.00
Total 194430:							53.00
194431							
07/22/2022	194431	BEACON ATHLETICS LLC	0554356-IN	07/12/2022	PK-IRRIGATION SUPPLIES	100-52-55200-280-000	397.00
Total 194431:							397.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
194432							
07/22/2022	194432	BOLDER SERVICES LLC	006289	06/27/2022	FD - REPAIR MAIN BUILDING AC	100-21-51610-260-000	3,345.52
Total 194432:							3,345.52
194433							
07/22/2022	194433	BOND TRUST SERVICES	70944	06/13/2022	CITY-2018A BOND INTEREST	300-10-58210-620-181	22,005.00
07/22/2022	194433	BOND TRUST SERVICES	70944	06/13/2022	CITY-2018A BOND INTEREST	950-36-42700-620-181	3,245.00
07/22/2022	194433	BOND TRUST SERVICES	70945	06/13/2022	CITY-2020A BAND INTEREST	300-10-58210-620-201	24,700.00
Total 194433:							49,950.00
194434							
07/22/2022	194434	CANNON, PATRICK	070522	07/05/2022	CDA-FIRE STATION TOURS MIL	430-21-57211-390-000	235.17
Total 194434:							235.17
194435							
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	96 GALLON REFUSE CARTS	100-00-16140-000	6,370.29
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	96 GALLON RECYCLING CARTS	100-00-16140-000	2,869.50
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	64 GALLON RECYCLING CARTS	100-00-16140-000	2,568.50
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	64 GALLON REPLACEMENT WH	100-31-53620-340-000	144.00
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	96 GALLON REPLACEMENT WH	100-31-53620-340-000	108.00
07/22/2022	194435	CASCADE ENGINEERING	30566947	07/09/2022	SHIPPING	100-00-16140-000	1,259.00
Total 194435:							13,319.29
194436							
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	BLDG INSPECTOR-LONG DISTA	100-22-52400-220-000	2.19
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	ENGINEER-LONG DISTANCE	100-30-53100-220-000	3.28
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	PUBLIC WORKS-LONG DISTAN	100-31-53230-220-000	3.28
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	AIRPORT-LONG DISTANCE	630-35-53510-220-000	.08
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	PS/CH BLDG-LONG DISTANCE	100-11-51640-220-000	1.18
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	AMBULANCE-LONG DISTANCE	100-00-15620-000	3.83
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	MAYOR-LONG DISTANCE	100-10-51410-220-000	1.09
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	FINANCE-LONG DISTANCE	100-11-51500-220-000	9.85
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	ASSESSOR-LONG DISTANCE	100-11-51530-220-000	1.64
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	TREASURER-LONG DISTANCE	100-11-51520-220-000	5.47
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	CITY ATTORNEY-LONG DISTAN	100-13-51300-220-000	2.74
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	CITY ADMIN-LONG DISTANCE	100-14-51400-220-000	3.28
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	UW CAMPUS-LONG DISTANCE	800-80-55600-220-000	.16
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	FIRE-LONG DISTANCE	100-21-52200-220-000	6.57
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	CIVIC CENTER-LONG DISTANC	100-52-55130-220-000	1.44
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	PARK & REC-LONG DISTANCE	100-52-55200-220-000	1.27
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	ZOO-LONG DISTANCE	100-52-55410-220-000	.29
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	RECREATION-LONG DISTANCE	100-53-55300-220-000	1.27
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	POOL-LONG DISTANCE	100-53-55420-220-000	.29
07/22/2022	194436	CENTURYLINK	300421957	07/01/2022	POLICE-LONG DISTANCE	100-20-52110-220-000	10.40
Total 194436:							59.60
194437							
07/22/2022	194437	CHARTER/SPECTRUM	0197571070	07/05/2022	ZOO-INTERNET	100-52-55410-260-000	99.99
Total 194437:							99.99

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
194438							
07/22/2022	194438	CHECKERED FLAG EMB	20244	07/17/2022	PD- D BURCH DUTY HATS W/ L	100-20-52110-346-000	56.00
07/22/2022	194438	CHECKERED FLAG EMB	20245	07/17/2022	PD- M GILBERT DUTY HATS W/	100-20-52110-346-000	56.00
Total 194438:							112.00
194439							
07/22/2022	194439	CINTAS CORPORATION	1903150766	07/01/2022	PW-GLOVES	100-31-53270-340-000	140.00
07/22/2022	194439	CINTAS CORPORATION	4124210907	07/05/2022	PW-MOP FRAME; TOWELS; MA	100-31-53270-340-000	134.61
07/22/2022	194439	CINTAS CORPORATION	4124990200	07/12/2022	CITY-MATS	100-11-51640-260-000	24.22
07/22/2022	194439	CINTAS CORPORATION	4124990250	07/12/2022	PW-SCRAPER MATS; URINAL M	100-31-53270-340-000	86.75
07/22/2022	194439	CINTAS CORPORATION	4124990285	07/12/2022	FD - RUGS	100-21-51610-260-000	68.27
07/22/2022	194439	CINTAS CORPORATION	4125672124	07/19/2022	PW-MOP FRAME; SHOP TOWEL	100-31-53270-340-000	134.61
07/22/2022	194439	CINTAS CORPORATION	5114578766	06/30/2022	FD - FIRST AID KIT UPDATE	100-21-51610-340-000	177.91
07/22/2022	194439	CINTAS CORPORATION	5114578781	06/30/2022	PW-CABINET ORGANIZED	100-31-53270-340-000	156.72
Total 194439:							923.09
194440							
07/22/2022	194440	COREY OIL LTD	353111	06/21/2022	PW-CSC EMERGENCY GENERA	100-31-53270-348-000	1,517.13
Total 194440:							1,517.13
194441							
07/22/2022	194441	CROELL REDI-MIX INC	643362	07/11/2022	ZOO-BENCH PADS	870-52-55200-861-000	362.00
Total 194441:							362.00
194442							
07/22/2022	194442	D.L. GASSER CONSTRU	5000025953	06/27/2022	PW-3.96 TON COLD MIX	100-31-53300-379-000	304.92
07/22/2022	194442	D.L. GASSER CONSTRU	5000026096	07/15/2022	PW-1 TON HOT MIX	100-31-53300-371-000	64.75
Total 194442:							369.67
194443							
07/22/2022	194443	DEAN BLUM EXCAVATIN	2022-1	07/19/2022	SW-STORM SEWER ON ANGLE	950-00-10107-001	20,720.50
07/22/2022	194443	DEAN BLUM EXCAVATIN	2022-1	07/19/2022	ENG-2022 STREETS OAK,BASC	430-30-57330-821-000	191,882.99
Total 194443:							212,603.49
194444							
07/22/2022	194444	DECKER SUPPLY COMPA	919815	06/30/2022	PW- ROLL--UP SIGN STAND	100-31-53300-364-000	278.13
07/22/2022	194444	DECKER SUPPLY COMPA	919842	07/05/2022	PW-36" SUPERBRIGHT ROLL-U	100-31-53300-364-000	195.36
Total 194444:							473.49
194445							
07/22/2022	194445	DIAMOND VOGEL PAINT	255198085	06/06/2022	PW - 2022 TRAFFIC PAINT	100-31-53300-368-000	5,330.00
07/22/2022	194445	DIAMOND VOGEL PAINT	255198271	06/06/2022	PW - 2022 TRAFFIC PAINT	100-31-53300-368-000	2,124.00
Total 194445:							7,454.00
194446							
07/22/2022	194446	EHLERS	91147	07/11/2022	TID #8 AMENDMENT	380-10-56600-200-000	6,000.00
07/22/2022	194446	EHLERS	91149	07/11/2022	TID # 11 AMENDMENT	311-10-56600-200-000	6,000.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 194446:							12,000.00
194447							
07/22/2022	194447	FARRELL EQUIPMENT &	INV0000000	06/23/2022	PW-CONCRETE SEALER	100-31-53300-340-000	479.97
Total 194447:							479.97
194448							
07/22/2022	194448	FASTENAL COMPANY	WIBAR23516	06/20/2022	PW-TAPE MEASURE	100-31-53230-340-000	33.66
07/22/2022	194448	FASTENAL COMPANY	WIBAR23516	06/20/2022	PW-HARD HAT; GLOVES	100-31-53230-319-000	82.15
07/22/2022	194448	FASTENAL COMPANY	WIBAR23520	06/20/2022	PW-FILTERS	100-31-53270-350-000	249.44
07/22/2022	194448	FASTENAL COMPANY	WIBAR23520	06/20/2022	PW-SCREWS	100-31-53240-350-000	19.26
07/22/2022	194448	FASTENAL COMPANY	WIBAR23520	06/20/2022	PW-GLASS CLEANER	100-31-53270-340-000	136.93
07/22/2022	194448	FASTENAL COMPANY	WIBAR23530	06/23/2022	PW-WHITE PAINT	100-31-53300-340-000	32.07
07/22/2022	194448	FASTENAL COMPANY	WIBAR23540	06/30/2022	PW-14.5" UV BLK CABLE TIES	100-31-53240-350-000	11.50
Total 194448:							565.01
194449							
07/22/2022	194449	GOVOS INC	INV-KSW-00	06/28/2022	CLK-ONLINE APPLICATION SOF	100-11-51500-250-000	202.12
07/22/2022	194449	GOVOS INC	INV-KSW-00	06/28/2022	CLK-ONLINE APPLICATION SOF	100-10-51450-250-000	4,042.50
Total 194449:							4,244.62
194450							
07/22/2022	194450	HARTJE TIRE & SERVICE	40-92972	04/28/2022	PW-#302 TIRES-DELIVERED	100-31-53620-341-000	2,328.48
07/22/2022	194450	HARTJE TIRE & SERVICE	40-92973	04/28/2022	PW-LEAF VAC TIRES-MT,/DISMT	950-36-81000-341-000	1,268.72
07/22/2022	194450	HARTJE TIRE & SERVICE	40-94146	06/13/2022	PW-#27 SKIDSTEER TIRES MT/	100-31-53240-341-000	1,276.00
Total 194450:							4,873.20
194451							
07/22/2022	194451	HEARTLAND BUSINESS	532039-H	07/14/2022	IT-MICROSOFT LICENSES JULY	100-10-51450-250-000	1,012.70
Total 194451:							1,012.70
194452							
07/22/2022	194452	HOLEN, LILY	17340	07/12/2022	POOL-SWIM LESSON REFUND	100-53-46750-220	50.00
Total 194452:							50.00
194453							
07/22/2022	194453	JENKINS, ANGELA	18339	07/13/2022	POOL-SWIM LESSON REFUND	100-53-46750-220	80.00
Total 194453:							80.00
194454							
07/22/2022	194454	Kayser Chrysler Center Inc	63879	07/06/2022	PW-ZOO TRUCK-FUEL DOOR	100-31-53240-350-000	78.90
Total 194454:							78.90
194455							
07/22/2022	194455	KAYSER FORD OF SAUK	63119	06/13/2022	PD- SQUAD 42 DIAGNOSTIC	100-20-52110-240-000	110.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 194455:							110.00
194456							
07/22/2022	194456	KEIL ENTERPRISES	SONN-6/6-7	07/18/2022	PD- SONN OPERATION RUSH 2	100-20-52110-320-000	249.00
Total 194456:							249.00
194457							
07/22/2022	194457	KLEENMARK	205071	03/31/2022	PS/ADMIN-SQUEEGEE BLADES	100-11-51640-340-000	37.06
07/22/2022	194457	KLEENMARK	205231	04/06/2022	PS/ADMIN-WIPERS, DISINFECT	100-11-51640-340-000	297.82
Total 194457:							334.88
194458							
07/22/2022	194458	KLUGE, LENITA	18392	07/18/2022	REC-REFUND FROM HOUSEHO	100-00-21150-000	25.00
Total 194458:							25.00
194459							
07/22/2022	194459	LAFORCE INC	1196169	07/07/2022	ZOO-LLAMA BARN DOOR HAND	720-52-55200-861-000	980.00
Total 194459:							980.00
194460							
07/22/2022	194460	LAROWE GERLACH LLP	14700.000-3	06/30/2022	ATTY-SPECIAL PROSECUTION	100-13-51300-213-000	3,859.50
07/22/2022	194460	LAROWE GERLACH LLP	14700.000-3	06/30/2022	ATTY-SPECIAL PROSECUTION	100-13-51300-310-000	15.88
Total 194460:							3,875.38
194461							
07/22/2022	194461	MAILBOXES PACK N SHI	82763	06/28/2022	FD - SEND HELMET TO GET PAI	100-21-52200-343-000	14.96
07/22/2022	194461	MAILBOXES PACK N SHI	82991	07/11/2022	FD - SHIP AIR TEST	100-21-52200-343-000	18.65
Total 194461:							33.61
194462							
07/22/2022	194462	MCFARLANES INC	IV73939	06/13/2022	PW-PAINT CART CARBURETOR	100-31-53240-350-000	55.53
Total 194462:							55.53
194463							
07/22/2022	194463	MERGEN, OWEN	18396	07/18/2022	REC-VARIOUS REFUNDS FROM	100-00-21150-000	90.00
07/22/2022	194463	MERGEN, OWEN	18396	07/18/2022	REC - SWIM LESSON REFUNDS	100-53-46750-220	120.00
Total 194463:							210.00
194464							
07/22/2022	194464	MIDWEST POOL SUPPLY	100385	06/24/2022	POOL-CHEMICALS	100-53-55420-345-000	123.75
07/22/2022	194464	MIDWEST POOL SUPPLY	100386	06/28/2022	POOL-CHEMICALS	100-53-55420-345-000	2,335.00
Total 194464:							2,458.75
194465							
07/22/2022	194465	MINUTEMAN PRESS-BAR	46018	10/12/2021	PD- SABOL BUSINESS CARDS	100-20-52130-310-000	38.88
07/22/2022	194465	MINUTEMAN PRESS-BAR	47718	06/29/2022	PW-NO BRUSH OR YARD WAST	100-31-53620-340-000	80.62

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07/22/2022	194465	MINUTEMAN PRESS-BAR	47738	07/01/2022	FD - RECRUITMENT CARDS	100-21-52200-320-000	53.37
07/22/2022	194465	MINUTEMAN PRESS-BAR	47787	07/11/2022	PD- DORNER BUSINESS CARD	100-20-52130-310-000	38.99
Total 194465:							211.86
194466							
07/22/2022	194466	NAPA AUTO PARTS	2062-454437	07/20/2022	FD - BUTT CONNECTORS	100-21-52200-350-000	61.00
07/22/2022	194466	NAPA AUTO PARTS	450241	06/02/2022	PW-#302 ARM LINE HOSE FITTI	100-31-53620-350-000	64.96
07/22/2022	194466	NAPA AUTO PARTS	451360	06/15/2022	PW-SHUT OFF (STOCK)	100-31-53240-350-000	11.10
07/22/2022	194466	NAPA AUTO PARTS	452004	06/22/2022	FD - BATTERY FOR EMERGENC	100-21-51610-350-000	46.28
07/22/2022	194466	NAPA AUTO PARTS	452402	06/27/2022	PW-OIL FILTER (308E06272022)	100-31-53240-350-000	4.03
07/22/2022	194466	NAPA AUTO PARTS	452409	06/27/2022	PW-AIR FILTRS (308E06272022)	100-31-53240-350-000	40.82
07/22/2022	194466	NAPA AUTO PARTS	452441	06/27/2022	PW-AIR, FUEL, OIL FILTER (090	100-31-53240-350-000	46.81
07/22/2022	194466	NAPA AUTO PARTS	452485	06/28/2022	PW-HYD HOSE FITTINGS	100-31-53620-350-000	41.80
07/22/2022	194466	NAPA AUTO PARTS	452978	07/05/2022	PW-AIR FILTER; OIL FILTER PA	100-31-53240-350-000	12.74
07/22/2022	194466	NAPA AUTO PARTS	453008	07/05/2022	PW-AIR FILTER 906052022)	100-31-53240-350-000	15.15
07/22/2022	194466	NAPA AUTO PARTS	453707	07/12/2022	PK-KEY	100-52-55200-340-000	1.59
07/22/2022	194466	NAPA AUTO PARTS	454205	07/18/2022	PW-AIR FILTERS (3507182022)	100-31-53240-350-000	43.27
Total 194466:							389.55
194467							
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-137402	06/15/2022	PW-FIRE DEPT MODEL T DRAIN	100-31-53240-350-000	4.46-
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-139348	07/05/2022	PW-1QT-P/S FLUID (STOCK OR	100-31-53240-348-000	53.90
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-139512	07/06/2022	PW-PERFECT MATCH (4000712	100-31-53240-350-000	14.99
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-139775	07/08/2022	PW-PAINT REMOVER; BRAKE C	100-31-53240-340-000	87.86
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-139775	07/08/2022	PW- 12OZ DEEP CREP (STOCK	100-31-53240-348-000	119.88
07/22/2022	194467	OREILLY AUTO PARTS/FI	2366-140064	07/11/2022	PW-CLEAR COAT (40007122022	100-31-53240-350-000	18.99
Total 194467:							291.16
194468							
07/22/2022	194468	PATE, TAMMY	7722	07/07/2022	POOL- FAMILY PASS REFUND D	100-53-46750-210	135.00
Total 194468:							135.00
194469							
07/22/2022	194469	PEYTON, JACOB & BETH	17147,17148	07/12/2022	POOL-SWIM LESSON REFUND	100-53-46750-220	160.00
Total 194469:							160.00
194470							
07/22/2022	194470	POINTON HEATING & AIR	193334	07/06/2022	POOL-WATER HEATER VALVE R	100-53-55420-250-000	438.06
Total 194470:							438.06
194471							
07/22/2022	194471	QUILL CORPORATION	25985633	06/24/2022	CC-PAPER PRODUCTS, CANDY	100-52-55130-340-000	185.01
07/22/2022	194471	QUILL CORPORATION	26090310	06/30/2022	ZOO-WIRELESS ROUTER REPL	100-52-55410-260-000	94.99
07/22/2022	194471	QUILL CORPORATION	26124095	07/01/2022	PK-TOILET PAPER	100-52-55200-340-000	179.95
07/22/2022	194471	QUILL CORPORATION	26124095	07/01/2022	ZOO-TOILET PAPER	100-52-55410-340-000	179.95
Total 194471:							639.90
194472							
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	ED GRANT-REDEVELOPMENT	560-15-56710-200-000	7,500.00

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07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TIF#10-CITY STRATEGIC PLAN	310-10-56600-200-000	750.00
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TIF#11-CITY STRATEGIC PLAN	311-10-56600-200-000	750.00
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TIF#12-CITY STRATEGIC PLAN	312-10-56600-200-000	750.00
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TID # 10 HOUSING MARKET ST	310-10-56600-200-000	416.67
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TID # 11 HOUSING MARKET ST	311-10-56600-200-000	416.67
07/22/2022	194472	REDEVELOPMENT RESO	0929	07/04/2022	TID # 12 HOUSING MARKET ST	312-10-56600-200-000	416.66
Total 194472:							11,000.00
194473							
07/22/2022	194473	RENNERTS FIRE EQUIP	45317	06/29/2022	FD - HOOD LATCH L-1, CHECK	100-21-52200-240-000	1,332.74
07/22/2022	194473	RENNERTS FIRE EQUIP	45359	07/14/2022	FD - REPLACEMENT LIGHT FO	100-21-52200-350-000	200.24
Total 194473:							1,532.98
194474							
07/22/2022	194474	RIVERSIDE RENTALS	70052	05/17/2022	PK-STRIPER TANK FILL	100-52-55200-348-000	40.00
Total 194474:							40.00
194475							
07/22/2022	194475	ROCKWELL, KRISTIN	7822	07/08/2022	POOL-SWIM LESSONS REFUN	100-53-46750-220	80.00
Total 194475:							80.00
194476							
07/22/2022	194476	SULLIVANS TWO UNLIMI	155836	06/30/2022	PD- CAR 53 (WHITE FUSION AD	100-20-52110-240-000	43.78
07/22/2022	194476	SULLIVANS TWO UNLIMI	155989	07/08/2022	PD- CSO VAN OIL CHANGE	100-20-52110-240-000	45.58
07/22/2022	194476	SULLIVANS TWO UNLIMI	155990	07/12/2022	PD- SQUAD 40 OIL CHANGE	100-20-52110-240-000	62.32
07/22/2022	194476	SULLIVANS TWO UNLIMI	155991	07/13/2022	PD- SQUAD 47 REPLACE PURG	100-20-52110-240-000	411.87
07/22/2022	194476	SULLIVANS TWO UNLIMI	156177	07/19/2022	PD- SQUAD 54 OIL CHANGE	100-20-52110-240-000	46.93
Total 194476:							610.48
194477							
07/22/2022	194477	SYMBOL ARTS	0435948-IN	07/15/2022	PD- CHAPLAIN BADGES	100-20-52110-392-000	250.00
Total 194477:							250.00
194478							
07/22/2022	194478	TACTICAL SOLUTIONS	9093	07/08/2022	PD- ANNUAL RADAR/LASER CE	100-20-52110-250-000	531.00
Total 194478:							531.00
194479							
07/22/2022	194479	THE SHOE BOX	82575	07/02/2022	PK-KAUFMAN SAFETY BOOTS	100-52-55200-319-000	133.20
Total 194479:							133.20
194480							
07/22/2022	194480	TOWN OF BARABOO	206-1060 20	07/19/2022	CITY-ANSTETT TOWN TAXES Y	100-11-51910-740-000	268.62
07/22/2022	194480	TOWN OF BARABOO	206-1062 20	07/19/2022	CITY-YOUNG TOWN TAXES YEA	100-11-51910-740-000	94.31
Total 194480:							362.93

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194481							
07/22/2022	194481	TRUGREEN COMMERCIA	161154924	06/30/2022	PS/ADMIN-ORNAMENTAL BED	100-11-51640-260-000	105.00
Total 194481:							105.00
194482							
07/22/2022	194482	ULINE	150872459	06/30/2022	CC-TOILET PAPER & PAPER TO	100-52-55130-340-000	643.64
Total 194482:							643.64
194483							
07/22/2022	194483	VILLAGE OF WEST BARA	APR/MAY/JU	07/15/2022	PW-2ND QTR 2022 HWY 136 BR	240-31-53420-222-000	235.11
Total 194483:							235.11
194484							
07/22/2022	194484	WALDSCHMIDT & SONS	61366	07/07/2022	ZOO-WATERFOWL& EMU FEED	100-52-55410-342-000	596.30
Total 194484:							596.30
194485							
07/22/2022	194485	WEINKE, MICHAEL	060122	06/01/2022	FD-RETIREMENT 6 YRS 9 MOS	900-21-52200-300-000	1,877.67
Total 194485:							1,877.67
194486							
07/22/2022	194486	WENDEL ARCHITECTS P	502117	06/29/2022	FD-FIRE-EMS STATION DESIGN	430-21-57211-215-000	26,602.13
Total 194486:							26,602.13
194487							
07/22/2022	194487	WIS DEPT OF JUSTICE-TI	455TIME-000	07/10/2022	PD QTRLY CHARGES	100-20-52110-270-000	549.75
Total 194487:							549.75
194488							
07/22/2022	194488	WIS DEPT OF TRANSP	3950756405	07/01/2022	AIR-AIRCRAFT FUELING STATI	632-35-53510-861-000	68,666.87
07/22/2022	194488	WIS DEPT OF TRANSP	5090-05-01 7	07/01/2022	ENG - 8TH ST DESIGN 3/1/22-5/	430-30-57330-270-000	2,396.29
Total 194488:							71,063.16
7002710							
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	003123-0712	07/12/2022	PK-LANGER HEAT	100-53-55440-223-000	15.65
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	003123-0712	07/12/2022	PK-SHELTER ELECTRIC	100-52-55200-222-000	1,464.44
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	041272-0712	07/12/2022	CC-HEAT	100-52-55130-223-000	134.51
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	041272-0712	07/12/2022	CC-ELECTRIC	100-52-55130-222-000	2,379.17
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	056281-0711	07/11/2022	FD - ELECTRIC FOR OUTDOOR	100-21-52500-222-000	6.20
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	139770-0708	07/08/2022	AIR-SRE BLDG JUNE 2022 ELE	630-35-53510-222-000	50.25
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	139770-0708	07/08/2022	AIR-SRE BLDG JUNE 2022 GAS	630-35-53510-223-000	15.65
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	26926188-07	07/12/2022	PS/ADMIN-JUNE 2022 ELECTRI	100-11-51640-222-000	4,607.27
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	26926188-07	07/12/2022	PS/ADMIN-JUNE 2022 GAS	100-11-51640-223-000	871.40
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	294993-0712	07/12/2022	FD - STATION 1 ELECTRIC	100-21-51610-222-000	3,042.56
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	294993-0712	07/12/2022	FD - STATION 1 GAS	100-21-51610-223-000	116.81
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	4792325289-	07/12/2022	PK-POOL ELECTRIC JUNE 2022	100-53-55420-222-000	2,187.12
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	4792325289-	07/12/2022	PK-POOL GAS JUNE 2022	100-53-55420-223-000	3,629.07
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	479235289	07/12/2022	POOL-HEAT	100-53-55420-223-000	3,629.07

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07/22/2022	7002710	ALLIANT ENERGY-ONLIN	479235289	07/12/2022	POOL-ELECTRIC	100-53-55420-222-000	2,187.12
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	514075-0712	07/12/2022	FD - STATION 2 ELECTRIC	100-21-51620-222-000	87.51
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	667361-0708	07/08/2022	PK-PAVILION HEAT	100-52-55200-223-000	59.98
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	667361-0708	07/08/2022	PK-PAVILION ELECTRIC	100-52-55200-222-000	189.90
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	671025-0712	07/12/2022	PW-CITY SERVICES ELECTRIC	100-31-53270-222-000	2,045.39
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	671025-0712	07/12/2022	PW-CITY SERVICES HEAT	100-31-53270-223-000	150.85
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	8036644215-	07/12/2022	FD - STATION 2 ELECTRIC	100-21-51620-222-000	345.58
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	8036644215-	07/12/2022	FD - STATION 2 GAS	100-21-51620-223-000	21.16
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	837782-0712	07/12/2022	ZOO-HEAT	100-52-55410-223-000	16.43
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	837782-0712	07/12/2022	ZOO-ELECTRIC	100-52-55410-222-000	559.84
07/22/2022	7002710	ALLIANT ENERGY-ONLIN	861880-0705	07/05/2022	AIR-RUNWAY JUNE 2022 ELECT	630-35-53510-222-000	400.71
Total 7002710:							28,213.64
7002711							
07/22/2022	7002711	BOARDMAN & CLARK LL	248392	02/25/2022	ATTY-JAN SERVICES JOINT DIS	100-13-51300-213-000	720.00
07/22/2022	7002711	BOARDMAN & CLARK LL	248393	02/25/2022	ATTY-WALMART DARK STORE J	360-10-56800-213-000	4,488.00
07/22/2022	7002711	BOARDMAN & CLARK LL	248393	02/25/2022	ATTY-WALMART LOGIKCULL.C	360-10-56800-213-000	250.00
07/22/2022	7002711	BOARDMAN & CLARK LL	251742	05/11/2022	ATTY-WALMART LOGIKCULL SU	360-10-56800-213-000	250.00
Total 7002711:							5,708.00
7002712							
07/22/2022	7002712	CAPITAL NEWSPAPERS	110350	05/28/2022	CLK-NOTICE TO ELECTORS	100-11-51440-210-000	34.42
07/22/2022	7002712	CAPITAL NEWSPAPERS	110681	06/04/2022	CLK-2022-2023 LIQ LIC APPLICA	100-11-51420-210-000	208.56
07/22/2022	7002712	CAPITAL NEWSPAPERS	111129	06/04/2022	CLK-BOR 7/7/22	100-11-51530-210-000	98.77
07/22/2022	7002712	CAPITAL NEWSPAPERS	111230	06/10/2022	CLK-2022-2023-LIQ LIC APPLICA	100-11-51420-210-000	26.54
07/22/2022	7002712	CAPITAL NEWSPAPERS	111883	06/14/2022	TID # 8 AMENDMENT	380-10-56600-210-000	165.68
07/22/2022	7002712	CAPITAL NEWSPAPERS	111883	06/14/2022	TID # 11 AMENDMENT	311-10-56600-210-000	165.68
Total 7002712:							699.65
7002713							
07/22/2022	7002713	MENARDS - BARABOO	91575-31900	06/16/2022	PW-SHOVEL (2)	100-31-53230-340-000	53.98
07/22/2022	7002713	MENARDS - BARABOO	91575-31900	06/16/2022	PW-TRAILER TIRE	100-31-53240-341-000	69.98
07/22/2022	7002713	MENARDS - BARABOO	92017-31900	06/22/2022	PW-CONCRETE MIX; REBAR	100-31-53300-410-000	270.99
07/22/2022	7002713	MENARDS - BARABOO	92188-31900	06/24/2022	PW-GFI & COVER; HISTORIC LI	240-31-53420-350-000	46.85
07/22/2022	7002713	MENARDS - BARABOO	92188-31900	06/24/2022	PW-REBATE	100-31-53230-340-000	35.29-
07/22/2022	7002713	MENARDS - BARABOO	92501-31900	06/29/2022	ZOO-SNOWY OWL HOUSE LUM	870-52-55410-861-000	31.16
07/22/2022	7002713	MENARDS - BARABOO	92504-31900	06/29/2022	POOL-REPAIR PARTS	100-53-55420-350-000	11.96
07/22/2022	7002713	MENARDS - BARABOO	92504-31900	06/29/2022	ZOO-REPAIR PART	100-52-55410-350-000	2.59
07/22/2022	7002713	MENARDS - BARABOO	92533-31900	06/29/2022	PK-STATZ SHELTER HARDWAR	100-52-55200-350-000	3.17
07/22/2022	7002713	MENARDS - BARABOO	92545-31900	06/29/2022	ZOO-SUPPLIES, TRASH CAN, P	100-52-55410-340-000	167.13
07/22/2022	7002713	MENARDS - BARABOO	92579-31900	06/30/2022	PW-RETAINING WALL BLOCK G	100-31-53300-340-000	112.56
07/22/2022	7002713	MENARDS - BARABOO	93061-31900	07/07/2022	CC-HAND SOAP	100-52-55130-340-000	20.14
07/22/2022	7002713	MENARDS - BARABOO	93061-31900	07/07/2022	CC-REPAIR SUPPLIES	100-52-55130-350-000	4.88
07/22/2022	7002713	MENARDS - BARABOO	93095-31900	07/07/2022	PS/ADMIN-CARPET SHAMPOO	100-11-51640-350-000	22.97
Total 7002713:							783.07
7002714							
07/22/2022	7002714	MILESTONE MATERIALS	3500286592	06/27/2022	PW-2/3 ALLEY - CENTER TO SU	100-31-53310-374-000	926.08
07/22/2022	7002714	MILESTONE MATERIALS	3500286583	06/29/2022	PW-2/3 ALLEY - BIRCH TO WES	100-31-53310-374-000	2,006.50
Total 7002714:							2,932.58

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7002715							
07/22/2022	7002715	PAUL CONWAY SHIELDS	0493948	07/05/2022	FD - HELMET FRONT FOR RETI	100-21-52200-390-000	54.00
Total 7002715:							54.00
7002716							
07/22/2022	7002716	WASTE MANAGEMENT C	0683180-484	07/01/2022	PW-JUNE 2022 GARBAGE	100-31-53630-270-000	19,618.94
07/22/2022	7002716	WASTE MANAGEMENT C	0683180-484	07/01/2022	PW-JUNE 2022 RECYCLING	100-31-53635-290-000	1,424.68
Total 7002716:							18,194.26
Grand Totals:							770,393.67

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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17815						
07/15/2022	BADGER STATE INSPECTION L	W1001049	07/04/2022	WA-CONSTRUCTION MGMT: CTY A TO	970-96-10183-001	24,007.50
07/15/2022	BADGER STATE INSPECTION L	W1001049	07/04/2022	WA-CONSTRUCTION MGMT: CTY A TO	970-37-95000-860-000	24,007.50
07/15/2022	BADGER STATE INSPECTION L	W1001049	07/04/2022	WA-CONSTRUCTION MGMT: CTY A TO	970-37-95000-899-000	24,007.50
Total 17815:						24,007.50
17816						
07/15/2022	CENTURY SPRINGS	S4050004	07/05/2022	SE-LAB DISTILLED WATER #13998	960-36-82700-340-000	30.49
Total 17816:						30.49
17817						
07/15/2022	CITY OF BARABOO	W106232022	06/23/2022	WA-2017 F250: OIL/FILTER	970-37-66200-240-000	78.36
07/15/2022	CITY OF BARABOO	W200061420	06/14/2022	UTIL-JET VAC: HOSE/FITTINGS	950-36-83100-340-000	133.94
07/15/2022	CITY OF BARABOO	W200061420	06/14/2022	UTIL-JET VAC: HOSE/FITTINGS	960-36-83100-250-000	133.94
07/15/2022	CITY OF BARABOO	W305022022	05/02/2022	WATER-2017 F250: OIL/FILTERS	970-37-66200-240-000	95.03
07/15/2022	CITY OF BARABOO	W308E06272	06/27/2022	WA-MINI EXCAVATOR: OIL/FILTERS	970-37-93200-250-000	161.93
07/15/2022	CITY OF BARABOO	W406292022	06/09/2022	WATER-2013 F250: OIL/FILTERS/ENGI	970-37-66200-240-000	98.99
Total 17817:						702.19
17818						
07/15/2022	CITY TREASURER - WATER	S91009000J	06/30/2022	SEWER-MANCHESTER PLANT	960-36-82700-226-000	338.53
07/15/2022	CITY TREASURER - WATER	S91009000J	06/30/2022	SEWER-MANCHESTER PLANT	960-36-82700-227-000	15.56
07/15/2022	CITY TREASURER - WATER	S91009000J	06/30/2022	SEWER-MANCHESTER PLANT	960-36-82700-221-000	472.12
07/15/2022	CITY TREASURER - WATER	S91010000J	06/30/2022	SEWER-HEADWORKS BLDG	960-36-82200-221-000	3,032.86
07/15/2022	CITY TREASURER - WATER	S91011000J	06/30/2022	SEWER-MANCHESTER SLUDGE	960-36-82710-226-000	228.97
07/15/2022	CITY TREASURER - WATER	S91011000J	06/30/2022	SEWER-MANCHESTER SLUDGE	960-36-82710-221-000	1,618.31
07/15/2022	CITY TREASURER - WATER	W78097800J	06/30/2022	WATER-OAK ST HI-LIFT/RESERVOIR	970-37-60300-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W78097800J	06/30/2022	WATER-OAK ST HI-LIFT/RESERVOIR	970-37-60300-227-000	4.05
07/15/2022	CITY TREASURER - WATER	W78097800J	06/30/2022	WATER-OAK ST HI-LIFT/RESERVOIR	970-37-66500-226-000	34.47
07/15/2022	CITY TREASURER - WATER	W78097800J	06/30/2022	WATER-OAK ST HI-LIFT/RESERVOIR	970-37-66500-227-000	11.51
07/15/2022	CITY TREASURER - WATER	W99000460J	06/30/2022	WATER-BIRCH ST TOWER	970-37-66500-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W99000460J	06/30/2022	WATER-BIRCH ST TOWER	970-37-66500-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99001220J	06/30/2022	WATER-WELL NO. 4	970-37-60300-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W99001220J	06/30/2022	WATER-WELL NO. 4	970-37-60300-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99002190J	06/30/2022	WATER-WELL NO. 2	970-37-60300-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99002190J	06/30/2022	WATER-WELL NO. 2	970-37-60300-226-000	20.93
07/15/2022	CITY TREASURER - WATER	W99002640J	06/30/2022	WATER-WELL NO. 6	970-37-60300-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W99002640J	06/30/2022	WATER-WELL NO. 6	970-37-60300-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99002820J	06/30/2022	WATER-MOORE ST TOWER	970-37-60300-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W99002820J	06/30/2022	WATER-MOORE ST TOWER	970-37-60300-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99003150J	06/30/2022	WATER-BARNHART BOOSTER	970-37-66500-226-000	18.47
07/15/2022	CITY TREASURER - WATER	W99003150J	06/30/2022	WATER-BARNHART BOOSTER	970-37-66500-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99003350J	06/30/2022	WATER-WELL NO. 7	970-37-60300-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W9900340JU	06/30/2022	WATER-MINE RD TOWER	970-37-62600-226-000	27.08
07/15/2022	CITY TREASURER - WATER	W9900340JU	06/30/2022	WATER-MINE RD TOWER	970-37-62600-227-000	15.56
07/15/2022	CITY TREASURER - WATER	W99006150J	06/30/2022	WATER-BARNHART TOWER	970-37-66500-226-000	12.31
07/15/2022	CITY TREASURER - WATER	W99006150J	06/30/2022	WATER-BARNHART TOWER	970-37-66500-227-000	15.56
Total 17818:						6,033.51
17819						
07/15/2022	CORE & MAIN LP	W-R058512	06/21/2022	WA-VALVE REPLACEMENT: CTY A TO	970-37-67200-239-000	1,000.00
07/15/2022	CORE & MAIN LP	W-R066887	06/20/2022	WATER-INVENTORY-ACCT 97801	970-96-10154-001	1,282.00

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
07/15/2022	CORE & MAIN LP	W-R088860	06/23/2022	WA-MXU TRANSMITTERS-SINGLEPOR	970-96-10346-201	2,900.00
07/15/2022	CORE & MAIN LP	W-R088860	06/23/2022	WA-MXU TRANSMITTERS-SINGLEPOR	970-37-66300-340-000	19.13
07/15/2022	CORE & MAIN LP	W-R088860	06/23/2022	WA-MXU TRANSMITTERS-SINGLEPOR	970-37-95000-814-000	2,900.00
07/15/2022	CORE & MAIN LP	W-R088860	06/23/2022	WA-MXU TRANSMITTERS-SINGLEPOR	970-37-95000-899-000	2,900.00
07/15/2022	CORE & MAIN LP	W-R127241	06/30/2022	SEWER-INVENTORY-ACCT 97801	960-96-10154-001	5,334.00
Total 17819:						10,535.13
17820						
07/15/2022	CROELL REDI-MIX INC	W636454	06/27/2022	WA-CONCRETE: SERVICE@216 6TH A	970-96-10345-001	145.63
07/15/2022	CROELL REDI-MIX INC	W636454	06/27/2022	WA-CONCRETE: VALVE@6TH AVE/BIR	970-37-67300-236-000	72.82
Total 17820:						218.45
17821						
07/15/2022	FASTENAL COMPANY	W-WIBAR23	06/30/2022	WA-RED MARKING PAINT-CUST WIBA	970-37-66500-340-000	45.17
07/15/2022	FASTENAL COMPANY	W-WIBAR23	07/14/2022	WA-HYDT O-RINGS-CUST WIBAR0032	970-37-67700-241-000	11.65
Total 17821:						56.82
17822						
07/15/2022	HACH COMPANY	S13123119	06/30/2022	SE-CABLE ASSY: ORP PROBE EXTEN	960-36-83400-250-000	482.11
Total 17822:						482.11
17823						
07/15/2022	HALRON LUBRICANTS INC	S158911-IN	06/07/2022	SE-OIL: CENTRIFUGE HYDRAULICS	960-36-83300-250-000	151.40
Total 17823:						151.40
17824						
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	UTIL-FUEL: JET VAC	950-36-83100-348-000	312.79
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	UTIL-FUEL: JET VAC	960-36-83100-348-000	312.79
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	SEWER-FUEL: PICKUP	960-36-82800-348-000	173.02
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	SEWER-FUEL: SLUDGE TRUCK	960-36-82810-348-000	254.09
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	SEWER-FUEL: MOWER	960-36-82700-390-000	213.35
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	WATER-FUEL: TRUCKS	970-37-66200-348-000	1,655.34
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	WATER-FUEL: MOWER	970-37-63100-260-000	48.96
07/15/2022	KWIK TRIP	U468459-JU	06/30/2022	WATER-FUEL: MOWER	970-37-66100-348-000	48.97
Total 17824:						3,019.31
17825						
07/15/2022	LUETZOW INDUSTRIES	S110076A	07/12/2022	SE-HEADWORKS BAGS-CUST 6249	960-36-82200-340-000	534.73
Total 17825:						534.73
17826						
07/15/2022	MSA PROFESSIONAL SERVICE	S35145#2	06/20/2022	SE-ENG: LAKE ST MAIN @ RR TREST	960-96-10183-001	300.00
07/15/2022	MSA PROFESSIONAL SERVICE	W35127#9	07/07/2022	WA-ENGINEERING: CTY A TOWER RE	970-96-10183-001	1,814.30
07/15/2022	MSA PROFESSIONAL SERVICE	W35127#9	07/07/2022	WA-ENGINEERING: CTY A TOWER RE	970-37-95000-860-000	1,814.30
07/15/2022	MSA PROFESSIONAL SERVICE	W35127#9	07/07/2022	WA-ENGINEERING: CTY A TOWER RE	970-37-95000-899-000	1,814.30
Total 17826:						2,114.30

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
17827						
07/15/2022	NCL OF WISCONSIN INC	S472399	06/22/2022	SEWER-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	206.13
07/15/2022	NCL OF WISCONSIN INC	S472848	06/30/2022	SEWER-LAB SUPPLIES-ACCT 3595	960-36-82700-340-000	131.64
Total 17827:						337.77
17828						
07/15/2022	OMNI MATERIALS INC	S350479	06/19/2022	SEWER-LIME/KILNDUST-CUST BAR	960-36-82710-345-000	6,626.07
Total 17828:						6,626.07
17829						
07/15/2022	SEWER DEBT SERVICE FUND	S07/2022	07/15/2022	SEWER-JULY 2022 FUNDING	960-96-10125-001	27,965.14
Total 17829:						27,965.14
17830						
07/15/2022	SJE INC	S-CD994394	06/24/2022	SE-VFD REPLACEMENT: AERATOR #1	960-36-95000-814-000	13,721.11
07/15/2022	SJE INC	S-CD994394	06/24/2022	SE-VFD REPLACEMENT: AERATOR #1	960-96-10334-001	13,721.11
07/15/2022	SJE INC	S-CD994394	06/24/2022	SE-VFD REPLACEMENT: AERATOR #1	960-36-95000-899-000	13,721.11
Total 17830:						13,721.11
17831						
07/15/2022	VERONA SAFETY SUPPLY INC	S63474	06/28/2022	SE-NITRILE GLOVES-CUST C103660	960-36-85600-390-000	137.91
Total 17831:						137.91
17832						
07/15/2022	WI STATE LABORATORY OF HY	W715980	06/30/2022	WA-FLUORIDE TEST-JUNE 2022	970-37-64200-217-000	26.00
Total 17832:						26.00
Grand Totals:						96,699.94

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1369							
07/15/2022	1369	US BANK	0770-062722	06/27/2022	PS/ADM CAN OPENER FOR BR	100-11-51640-340-000	20.99
07/15/2022	1369	US BANK	0770-062722	06/27/2022	PS/ADM TIRE FOR RIDING LAW	100-11-51640-350-000	26.99
07/15/2022	1369	US BANK	2972-062722	06/27/2022	ADMIN-SUBS FOR COUNCIL W/	100-10-51100-390-000	202.99
07/15/2022	1369	US BANK	2972-062722	06/27/2022	ADM--WCCMA CONFERENCE H	100-14-51400-330-000	174.00
07/15/2022	1369	US BANK	3287-062722	06/27/2022	REC-YOUTH THEATER ZOMBIE	100-53-55300-340-160	195.00
07/15/2022	1369	US BANK	3287-062722	06/27/2022	POOL-VALVE & GAUGE	100-53-55420-350-000	41.98
07/15/2022	1369	US BANK	3287-062722	06/27/2022	CC-ELLIPTICAL REPAIR PAD	100-52-55130-250-000	54.73
07/15/2022	1369	US BANK	3287-062722	06/27/2022	ZOO-FLY PREDATORS & INSEC	100-52-55410-340-000	49.94
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB COMMON SENSE RENEWA	100-51-55110-311-000	30.00
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB FINDAWAY	100-51-55110-328-000	69.94
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB 2022 YOUTH SERVICES PR	100-51-55110-391-510	30.58
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB SEG. WILLIAMSON - 1000BK	850-51-55110-300-000	393.50
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB 2022 YOUTH SERVICES PR	100-51-55110-391-510	36.80
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB CLEANING WIPES FOR LAU	100-51-55110-350-000	11.56
07/15/2022	1369	US BANK	3438-062722	06/27/2022	LIB REFUND FOR CUPS	100-51-55110-391-510	3.82-
07/15/2022	1369	US BANK	7925-062722	06/27/2022	CDA-POSTAGE	100-00-15980-000	50.00
07/15/2022	1369	US BANK	7925-062722	06/27/2022	CDA-WALMART	100-00-15980-000	69.94
07/15/2022	1369	US BANK	7925-062722	06/27/2022	CDA-DOJ	100-00-15980-000	7.00
07/15/2022	1369	US BANK	7925-062722	06/27/2022	CDA-AMAZON	100-00-15980-000	290.16
07/15/2022	1369	US BANK	8480-062722	06/27/2022	PW-MOWER FLAIL BLADES	100-31-53240-350-000	403.64
07/15/2022	1369	US BANK	8625-062722	06/27/2022	CLK-600 STAMPS FOR ABSENT	100-11-51440-343-000	348.00
07/15/2022	1369	US BANK	8726-062722	06/27/2022	PD- SINDEN DUTY BOOTS	100-20-52110-346-000	79.95
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- VOLTZ APPLETON HOTEL 5	100-20-52120-320-000	450.00
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- WERNER HOTEL STAY WA	100-20-52110-320-000	95.00
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- WI CHIEF OF POLICE ASSN	100-20-52110-320-000	150.00
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- BONHAM & OAKESON STE	100-20-52120-320-000	192.00
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- GIESE SFST INSTRUCTOR	100-20-52110-320-000	175.00
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- GATORADE FOR PARADE/F	100-20-52110-390-000	101.48
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- EVIDENCE MAILING	100-20-52120-340-000	4.50
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- COOLER FOR PARADE & F	100-20-52110-390-000	69.98
07/15/2022	1369	US BANK	8829-062722	06/27/2022	PD- GAS FOR CALE LAWNMOW	100-20-52110-348-000	43.19
07/15/2022	1369	US BANK	8895-062722	06/27/2022	PD- LEXISNEXIS MAY MINIMUM	100-20-52120-270-000	150.00
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB-TEEN WORKSHOP PROGR	100-51-55110-391-511	18.26
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB- SUMMER TEEN READING	100-51-55110-391-511	14.85
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB-VOLUNTEER ORIENTATION	100-51-55110-391-511	17.00
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB-TEEN SUMMER PARTY	100-51-55110-391-511	19.97
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB-TEEN OREOS	100-51-55110-391-511	9.96
07/15/2022	1369	US BANK	8972-062722	06/27/2022	LIB SEG-WILLIAMSON CIRCUS	850-51-55110-300-000	28.80
07/15/2022	1369	US BANK	8979-062722	06/27/2022	LIB - ILL POSTAGE	100-51-55110-343-000	30.30
07/15/2022	1369	US BANK	8979-062722	06/27/2022	LIB - POSTAGE STAMPS	100-51-55110-343-000	58.00
07/15/2022	1369	US BANK	8979-062722	06/27/2022	LIB - DONOR PERFECT MONTH	100-51-55110-311-000	73.44
Total 1369:							4,285.60
Grand Totals:							4,285.60

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

The City of Baraboo, Wisconsin

Background: With the \$160,000 we received for the Private Lead Service Replacement Program, an estimated forty (40) services could be updated. Due to the higher number of possible replacements, the Utility plans to complete fifteen (15) services and contract for the replacement of 16 private lead services. SEH Inc developed the bid specification and advertised for bids. Bids are due July 20th @ 9:00 AM. Replacements could start as early as August 2nd and the substantial completion date is Nov 1st.

Our estimate for the project was \$96,000. The additional \$20,000 will still come from the WDNR funds, but it will reduce the number of services that the Utility/local plumber will be able to complete.

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

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

To approve the Base Bid for a Licensed Plumber/Utility Contractor to replace 16 Private Lead Services Funded by WDNR SDWLP in the amount of \$116,000 and award the contract to the lower (only) bidder, Mid City Corporation.

Offered by: Public Safety

Motion:

Second:

Approved: _____

Attest: _____

The City of Baraboo, Wisconsin

Background

Whereas the City Council approved a line of credit be established with the Baraboo State Bank as a \$5,000,000 Note Anticipation Note dated April 28, 2022, for the TID #12 interim financing for public purposes, including financing water, sewer and street improvement projects. This loan has a year maturity term at 2.15%. The borrowed money may be used only for the purposes for which it was borrowed.

Whereas a stipulation to this loan, Baraboo State Bank requires an approved Council resolution indicating the amount for each draw.

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

Comments:

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

That the City resolves to draw \$821,265.34 from the line of credit with the Baraboo State Bank on Wednesday August 10th, 2022.

Offered by: Finance/Personnel

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

Project Total	LOC - Draw #1	LOC - Draw #2	LOC - Draw #3	LOC - Draw #4	ARPA - Draw #1	ARPA - Draw #2	Grand Total
Admin & Legal	618.28	80.75	0.00	0.00	0.00	0.00	699.03
Capital Newspapers			0.00	0.00	0.00	0.00	15,500.00
Ehlers	15,500.00	0.00	0.00	0.00	0.00	0.00	1,150.00
Wis Dept of Revenue	0.00	1,150.00	0.00	0.00	0.00	0.00	1,613.41
Boardman & Clark	469.41	1,144.00	0.00	0.00	0.00	0.00	25,496.00
VonBriesen & Roper	5,253.70	17,911.30	2,331.00	0.00	0.00	0.00	2,114.00
City Staff Wages	0.00	2,114.00	0.00	0.00	0.00	0.00	11,880.00
Quarles & Brady	0.00	0.00	11,880.00	0.00	0.00	0.00	2,500.00
Redevelopment Resources-Housing Study	0.00	0.00	2,083.34	416.66	0.00	0.00	4,000.00
Scott Appraisal	0.00	0.00	0.00	750.00	0.00	0.00	750.00
Redevelopment Resources-Strategic Plan	0.00	0.00	0.00	5,166.66	0.00	0.00	65,702.44
Admin & Legal Total	21,841.39	22,400.05	16,294.34		0.00	0.00	
Jackson Farm	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Register of Deeds	862.36	0.00	0.00	0.00	0.00	0.00	862.36
TMC Improvements	22,400.00	0.00	0.00	0.00	0.00	0.00	22,400.00
Beaver Services	2,905.00	0.00	6,814.26	0.00	0.00	0.00	2,905.00
Grothman & Associates	1,962.25	0.00	720.00	737.00	0.00	0.00	1,962.25
MSA Professional Services	0.00	0.00	77,206.00	-4,504.08	0.00	0.00	1,862.00
CTW Corporation	0.00	1,862.00	0.00	0.00	0.00	0.00	30,021.61
Jackson Farm Total	28,159.61	1,862.00	0.00	0.00	0.00	0.00	7,853.04
Stormwater Imp	0.00	0.00	0.00	0.00	7,853.04	0.00	7,853.04
MSA - Wetland	0.00	0.00	0.00	0.00	1,349.96	0.00	1,349.96
CGC	0.00	0.00	0.00	0.00	8,517.40	0.00	8,517.40
MSA - Design	0.00	0.00	6,814.26	0.00	0.00	24,943.00	40,274.66
Core & Main	0.00	0.00	720.00	737.00	0.00	0.00	1,457.00
County Materials	0.00	0.00	77,206.00	-4,504.08	0.00	170,626.74	243,328.66
A-1 Excavating	0.00	173,318.40	364,001.80	35,510.00	0.00	62,078.30	634,908.50
Stormwater Imp Total	0.00	173,318.40	448,742.06	31,742.92	17,720.40	257,648.04	929,171.82
Dentention Pond	0.00	165,727.22	8,722.48	19,383.30	0.00	0.00	193,833.00
Dentention Pond Total	0.00	165,727.22	8,722.48	19,383.30	0.00	0.00	193,833.00
Sewer Imp	0.00	0.00	6,814.26	0.00	8,517.39	24,943.01	40,274.66
MSA - Design	0.00	0.00	0.00	0.00	1,208.15	0.00	1,208.15
MSA - Sanitary Sewer Imp	0.00	0.00	0.00	0.00	30,271.80	0.00	30,271.80
Ferguson - Materials	0.00	0.00	348.32	0.00	684.81	47,049.80	48,082.93
Core & Main	0.00	0.00	0.00	0.00	261,141.70	0.00	261,141.70
James Peterson Sons	0.00	111,120.55	120,873.45	27,427.00	0.00	0.00	259,421.00
A-1 Excavating	0.00	111,120.55	120,873.45	27,427.00	0.00	0.00	259,421.00
Sewer Imp Total	0.00	111,120.55	128,036.03	27,427.00	301,823.85	71,992.81	640,400.24
Water Imp	0.00	0.00	6,814.26	0.00	8,517.39	24,943.00	40,274.65
MSA - Design	0.00	0.00	0.00	0.00	102,738.95	0.00	102,738.95
Ferguson - Materials	0.00	0.00	0.00	0.00	1,208.15	0.00	1,208.15
MSA - Water Imp	0.00	0.00	0.00	0.00	110.16	0.00	110.16
Menards	0.00	0.00	0.00	0.00	37,239.50	0.00	37,239.50
J & J Underground	0.00	0.00	0.00	0.00	2,123.75	173,934.00	268,309.75
Core & Main	0.00	0.00	82,004.00	10,248.00	0.00	0.00	264,635.00
A-1 Excavating	0.00	116,460.50	99,854.50	48,320.00	0.00	0.00	264,635.00
Water Imp Total	0.00	116,460.50	188,672.76	58,568.00	151,937.90	198,877.00	714,516.16
Roadway Imp	0.00	2,835.55	0.00	0.00	0.00	0.00	2,835.55
Milestone Materials	0.00	33,460.42	6,814.26	0.00	0.00	0.00	40,274.68
MSA - Design	0.00	51,406.39	0.00	0.00	0.00	0.00	51,406.39
Pelton Builders	0.00	98,086.55	155,049.73	678,977.46	0.00	0.00	932,113.74
A-1 Excavating	0.00	185,788.91	161,863.99	678,977.46	0.00	0.00	1,026,630.36
Roadway Imp Total	0.00	401.62	0.00	0.00	0.00	0.00	401.62
Debt Service	0.00	401.62	0.00	0.00	0.00	0.00	401.62
Debt Service Total	0.00	401.62	0.00	0.00	0.00	0.00	401.62
Parks and Trails	0.00	0.00	75.00	0.00	0.00	0.00	75.00
MSA Professional Services	0.00	0.00	75.00	0.00	0.00	0.00	75.00
Parks and Trails Total	0.00	0.00	75.00	0.00	0.00	0.00	75.00
Grand Total	50,001.00	777,079.25	952,406.66	821,265.34	471,482.15	528,517.85	3,600,752.25

CITY OF BARABOO	TITLE: PURCHASING POLICY	
TARGET AUDIENCE: City Departments; City Employees; Utilities and other component units funded by City taxpayers or ratepayers, either in whole or in part; Community Development Authority; Vendors	POLICY SOURCE: Finance Department	PAGE NUMBERS: 16
DATE APPROVED BY COUNCIL: March 22, 2017	DATE AMENDED BY COUNCIL: April 9, 2019 <u>XXXX XX, 2022</u>	ATTORNEY REVIEW: February 19, 2019

**SECTION 1
POLICY OBJECTIVES**

- 1.1 Objectives. The objectives of the City's Purchasing Policy are:
1. To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance,
 2. To provide adequate controls over City expenditures and financial commitments with proper documentation,
 3. To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed, and;
 4. To provide a standardized system of purchasing for use by all City departments.

**SECTION II
COMPETITIVE BIDDING**

- 2.1 Policy. It is the policy of the City of Baraboo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means, if required pursuant to this Policy.
- 2.2 Obtaining Bids. Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include Request for Proposal (RFP), Request for Quailifications (RFQ) or Request for Information (RFI) ~~invitations~~ to bid ~~and proposals~~ by US mail, e-mail, and publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three (3) vendors to ensure that comparison pricing is demonstrated.
- 2.3 Exceptions. The only exceptions to this Policy are:
1. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
 2. Emergency purchases and repairs covered by insurance proceeds.
 3. Items purchased by State contract.
 4. Purchases paid with grant funds which require specifiede purchasinge procedures;
 5. Professional services where the City Administrator has waived bidding requirements.
 6. Other justifications as identified by a Department Head and approved by the City Administrator.
 7. For purchases below \$5,000 \$1,000, the bidding/proposal process is waived although the purchaser

is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

- 2.4 **Prohibited Conduct.** The intentional staggering of purchases as well as dividing purchases and/or contracts to consciously evade this policy is strictly prohibited.
- 2.5 Competitive Bidding Process. To assist Department Heads in the bidding process, templates are available from the City Attorney and Finance Director for soliciting bids. Templates are also available for RFIs, RFPs and RFQs:
- *Request for Bid (RFB):* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
 - *Request for Information (RFI):* Commonly used to develop lists of qualified sellers and gain more input for resource availability.
 - *Request for Proposal (RFP):* Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
 - *Request for Quotation (RFQ):* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.
- 2.5.1 Tie Bids. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any. If there is not a City of Baraboo bidder, the Department Head should award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid.
- 2.5.2 Rejection of Bids. Department Heads have the authority to reject bids or parts of bids, or all bids, where the public interest will be served. In all cases, the Department Head has the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City.
- 2.5.3 Bidders in Default to the City. A Department Head should not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.
- 2.5.4 Selecting Bid. In addition to price, Department Heads may consider the following factors in selecting the acceptable bid:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. The quality of performance of previous contracts or services by the bidder.
 5. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the

- contract.
9. The number and scope of conditions attached to the bid.

SECTION III
CENTRAL PURCHASING

- 3.1 Policy. Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged. Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

SECTION IV
PURCHASE RELATED CHARGES AND ALLOWANCES

- 4.1 Shipping and Freight. It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the RFP/RFQ, all formal bids and proposals shall include freight and delivery charges, if any.
- 4.2 Sales Tax Exemption. The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available in the City Finance Director's office. Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.
- 4.3 Vendor Discounts. It is the policy of the City to take advantage of all available vendor discounts. The following considerations should be kept in mind:
1. Cash discounts are offered for prompt payment, usually within ten days of the date of the invoice. Department Heads can aid the City by ensuring that their copy of the purchase order is signed and forwarding invoices promptly to the Finance Director's office ~~promptly for inclusion in accounts payable batches. The Finance Director will notate, "Redeemed Prior to Council" for items released prior to Council.~~ Department Heads shall enter invoices into the Accounts Payable module as they are received. Payments will be issued as soon as they are due to ensure discounts are captured.
 2. Trade discounts are sometimes offered to municipalities for the purpose of attracting business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that Purchasers ask if trade discounts are available when obtaining price quotations.
 3. The Accounts Payable vendor file will be maintained with individual terms, as a result, the software system can maneuver the invoice to the proper payment due date and automatically ensures discounts are taken.
 4. Payments will be created, grouped and sorted within the system based upon the fund and due date.

SECTION V
COOPERATIVE PURCHASING

- 5.1 Policy. Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. The Finance Director shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements. It is the policy of the City to enter into cooperative purchasing agreements when:
1. Substantial savings will result;
 2. Quality, availability, or service will not be sacrificed;
 3. The City will be separately billed for its purchases;
 4. Ordered items will be delivered directly to the City (unless otherwise agreed to).

SECTION VI
CHARGE CARDS

- 6.1 Policy. During the course of everyday business, situations arise that call for the use of a charge card. Some examples of these situations might be making flight reservations, booking a hotel in connection with a conference, purchasing government publications on-line, etc. A charge card is not meant to interfere with any of the other policies and/or procedures currently in place in terms of purchasing needed items and/or services for the City. Its use is meant to enhance or augment the City's ability to make purchases in the most efficient manner possible. Purchase orders and competitive pricing practices are still required for items purchased on a charge card if above ~~\$1,000~~ \$5,000 dollars.
- 6.2 Use of Card. The charge card shall be used where necessary purchases: (1) cannot be billed or invoiced to the City and (2) can only be made by a charge card by policy of the vendor. For example: on-line booking of air travel or seminar registration. ~~It is suggested to routinely ask if the company would bill the City as this would be the preferred method of payment.~~
- 6.2.1 Examples of when the charge card **MAY** be used:
1. Lodging (*registering in advance and paying upon departure*).
 2. Some transportation: Flights, car rentals, trains, inter-city buses (*see below for exceptions when card cannot be used in this category*).
 3. Registration fees for conferences and seminars.
 4. Costs associated with business-related training.
 5. Online purchases for items such as government or business-related literature.
 6. Meal costs (*including the standard 15% tip*) as follows:
 - a. Costs must follow the standards established in the City's Travel Guidelines/ Expense Reimbursement Policy.
 - b. Group meetings where the City is paying (must receive prior approval of the City Administrator whose approval means that it is appropriate for the City to pay the expense).
 - c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.

- d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)

6.2.2 Examples of when the charge card **MAY NOT** be used:

1. Taxi fares, intra-city bus lines.
2. Tips, except when it is part of an approved meal cost.
3. Personal purchases of any kind.
4. Cash advances.

6.3 Employee Access to Credit Card. Department Heads are responsible for determining the individual(s) in their organization who will have a charge card. **Employees may not make purchases without the prior knowledge of the Department Head.** Approved employees will be required to sign an agreement that:

1. Acknowledges that they understand the purpose of the use of credit cards,
2. Certifies that they have read and understand the City's Purchasing Policy,
3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
4. Guarantees return of the card to the Department Head for reasons such as, but not limited to:
 - a. Change in duties,
 - b. Retirement,
 - c. Termination of employment,
 - d. Improper use, or
 - e. Any other sound reason determined by the Department Head or City Administrator.

6.4 Tax Exemption. Purchases made on credit cards are still eligible for tax exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the Finance Department. The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.

6.5 Automatic Payroll Deduction. If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, located in the Employee Handbook, ~~77~~—or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Finance Department. If the employee does not submit the difference to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

6.6 Documentation. As with any purchases made for the City, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
 - a. The vendor's detailed sales receipt;
 - b. Itineraries;
 - c. Rental agreements;
 - d. Completed registration flyers,

- e. Renewal notification letters,
 - f. Order confirmations.
2. Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.
 3. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
 4. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice.
 5. Department Heads or designee must enter the documentation information into the City's financial software.
 7. The charge card statement will be mailed directly to the Finance Department. All sales slips should be in the Accounts Payable Department by the time the statement ~~gets here~~ arrives. Accounts Payable will match up the ~~slips- receipts~~ to the statement. Statements will only be distributed when information is missing. We are required by the charge card vendor to make an electronic payment within 14 days of the statement date so we do not have time to search for information. Consider having the department heads receive a separate bill and be responsible for the matching of receipt documentation to the bills. They can have their assistant tackle this chore for them. ????
 8. Charge card purchases will have to be paid before Council can approve them. We will include the vouchers in the Council batch following the end of the month when we process our batch of all electronic payments made for the month. Based on the vendor's statement date of the 25th, it will miss the cycle at the end of the current month and would have to wait another month. These vouchers would then be 7 to 11 days past the purchase date by the time the Council sees them. When we change to the system managing the billing cycle and the department heads coding, this should not be a point of contention.
 9. Upon leaving employment, or when an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The Finance Director or his/her designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card. Do we have exit interviews?

6.7. Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to an including ~~the loss of privilege to use the charge card or~~ termination. ~~A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department~~

6.8 Sharing Charge Cards. The shared use of an individual's credit card is prohibited. Under no circumstances should you share your credit card with others inside or outside of the organization.

SECTION VII
DATA TRACKER FLEET-FUEL CHARGE CARDS

7.1. Department Use of Card. All fuel for City owned vehicles and equipment will be purchased using a Kwik Trip Data Tracker fleet charge card. ~~The following department's vehicles have been issued a fleet card for each City-owned vehicle or equipment:~~

- ~~Fire Department~~
- ~~Police Department~~
- ~~Engineering Department~~
- ~~Building Inspector~~

~~○ Administration~~

~~○ Sewer Department~~

~~○ Water Department~~

~~The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:~~

~~○ Department of Public Works~~

~~○ Parks Department~~

- 7.2 Department Head Responsibilities. The respective Department Head will be responsible for reporting and managing authorized users and vehicles for their department to the Finance Director.
- 7.3. Employee's Use of Data TrackerFleet Charge Card. The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. All users will be issued a Personal Driver Pin # and will be required to enter the pin at the pump (or at the cashier) to authorize the fuel purchase. All purchases can and will be tracked by the department, vehicle and userdriver. ~~The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department.~~ Those individuals will be required to sign an agreement that:
1. Acknowledges that they understand the purpose of the program.
 2. Certifies that they have read and understand this Data TrackerFleet Charge Card Policy Section of the City's Purchasing Policy.
 3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
 4. Guarantees return of the card to the Finance Director for reasons such as, but not limited to:
 - a. Change in duties,
 - b. Retirement,
 - c. Termination of employment,
 - d. Improper use, or
 - e. Any other sound reason determined by the Department Head or City Administrator.
- 7.4 Automatic Payroll Deduction. If an unauthorized charge occurs, the employee must immediately reimburse the dollar amount being charged to the Finance Department. If the employee does not submit payment to the Finance Department, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.
- 7.5 Documentation - As with any purchases made for the city, paperwork is required. To ensure that our Finance Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:
1. Employees who use a City Data Trackerfleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
 - a. The vendor's detailed sales receipt.
 - b. Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.
 2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
 3. Department Heads will receive the fleet>Data Tracker card statement at the end of each billing cycle, and approve the purchases made by writing the proper account code and signing the statement or

- using and excel spreadsheet download. The Department Head will be required to attach the supporting documentation to each statement.
4. Department Heads or designee must enter the documentation information into the City's financial software.
 4. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Finance Department.
 5. Upon leaving employment or there is no longer a need for an individual to have a ~~fData Tracker~~ fleet charge card, the Department Head will be responsible for retrieving the card. The Finance Director or designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Finance Department when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a fleet charge card. Do we have an exit interview process?
- 7.6 Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to and including ~~the loss of privilege to use the charge card or~~ termination. ~~A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department.~~

SECTION VIII

SALE OF SURPLUS PROPERTY

- 8.1. Tangible Property. City property is declared "surplus" when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The City Administrator or designee is responsible for the sale or disposal of all surplus property. The City Administrator or designee shall determine the best method for sale or disposal of the surplus property. Such methods shall include internet postings on well-known sites such as eBay or Craigslist, public bid, public auction or private sale.
- 8.2. Police Unclaimed Property. In accordance with Wisconsin State Law, the Baraboo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycle may be auctioned after a three-month waiting period. The Police use the services of a public internet auction site.
- 8.3. Real Estate. Whenever City owned property is proposed for sale, there should be an internal review conducted by the City Administrator and Department Head to determine whether the City may need the parcel in the future and for what purpose. The City Administrator will then prepare a report for Plan Commission for review. The Plan Commission will consider the land sale request, along with the Administrator's Report on the property, and then prepare a recommendation based on zoning or land use of the property. The Plan Commission recommendation will then be submitted to the Finance Committee who shall considers whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action. The City Administrator is responsible for carrying out the Council's actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

SECTION IX

PURCHASING PARAMETERS

- 9.1 Routine Budgeted Purchases. Routine budgeted purchases made by the City of Baraboo may be grouped under the following categories:
1. Purchases under \$5,000 \$1,000 are authorized by a Department Head without further authorization except that purchases shall meet the competitive bidding requirements, as outlined in this Policy, and the item is included in the current budget.
 2. Purchases from \$5,000 \$1,000 to \$10,000 dollars shall be approved prior to ordering by the Finance Director but only if the item or items were not approved during the budget cycle. after The~~the~~ Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director, and the item is included in the current budget. Quotes should be obtained during the budget process.
 3. Purchases from \$10,001 to \$50,000 does not need shall be approved al prior to ordering if it was approved during the budget process. by the City Administrator, but only after T~~the~~ Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the Finance Director., and the item is included in the current budget.
 4. Purchases over \$50,000 does not need to be shall be approved al prior to ordering by the City Finance/Personnel Committee, as long as it was approved during the budgeting process. but only after t~~the~~ Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.
- 9.2. Construction and Public Works Contracts. Construction and public works contracts must be advertised and bid according to state law.
- 9.3 Department Head Responsibilities. Except for labor, Department Heads shall request transfers of budgeted funds in the General Fund within each function code as part of their purchase order requisition in the "Notes" section. Department Heads are required to monitor total spending for each of their function budgets and not exceed the total budgeted amount for each function. The total budget for each function will be considered the spending parameter for legal notice purposes. These transfers are approved or denied as part of the purchase order processing according to the thresholds set in this policy for the Finance Director and/or the City Administrator. Only when a department exceeds their total budget function parameter will the need arise for a budget amendment. The request will then go to Finance Committee and Council for approval prior to the purchase.
- 9.4 Unbudgeted or Under-Budgeted Purchases that surpass the departmental function parameter. The Common Council, by way of a recommendation from the City's Finance/Personnel Committee, must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements and forward a completed purchase order with copies of bids or quotes received to the City Finance Director.
- 9.5 Purchase Orders.
1. A Purchase Order is required for items above \$5,000 before a purchase is made to obtain goods that surpass the departmental function parameter and services for the following:
 - a. Operating supplies
 - b. Office supplies
 - c. Clothing acquisitions
 - d. Small tools and minor equipment
 - e. Maintenance and repair supplies
 - f. Equipment Rentals (requests shall state approximate hours and rental cost per hour)

- g. Printing
- h. Office furniture or equipment
- i. Capital Outlay Items
- j. Services not covered by a contract

~~11. 2.~~ A Purchase Order is not required for the following purchases:

- a. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Council.
- b. Utility expenditures such as electricity, natural gas, cable TV and telephone service.
- c. Payroll and related expenses such as employee hospitalization, insurance payments, pension payments and mandatory state and federal employee withholding.
- d. Routine expenditures such as insurance premiums, and bond payments that have received prior Council approval and authorization.
- e. Reimbursement to citizens for a canceled recreation program.
- f. Employee reimbursement for miscellaneous out-of-pocket expenses.

~~11.2 9.6~~ Purchasing Procedure. The following is the standard procedure to be used for all purchasing categories after proper authorization is secured. Also see Appendix C – General Purchasing Workflow for Departments.

1. The Department Head or designee shall follow procedures listed in this policy and the Baraboo Municipal Code for all purchases.
2. The Department Head or designee will complete a requisition using the Purchase Order module associated with the City’s accounting software.
3. Request must include required competitive bidding obtained, including quotes or bids received, and budget amendments or transfer requests to ensure that the purchase will not exceed the approved budget.
4. The Finance Director will return a response to the Department of purchase who shall include the PO number on the invoice and packing slip.
5. When the material or service has been received and accepted, the Department Head will write the PO on applicable invoices and packing slips to the Finance department for processing. Invoices shall indicate approval for payment by the Department Head whose budget accounts will be affected by the payment. If partial shipments are received, the Department will submit applicable invoices marked in the same manner previously described to the Finance Department to make timely payments.
6. The Finance Department will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.
7. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

SECTION X

PROCEDURES FOR CONTRACTED SERVICES AND OTHER CONTRACTED PURCHASES

10.1 Contracts Defined. For purposes of this policy, “contracts” are defined as any document:

1. Requiring signature of statutory officers of the City.
 2. Expressly waiving liability of the vendor.
 3. Expressing a scope of service to be performed by the vendor.
 4. Placing conditions (other than payment) upon the City.
 5. Contracts also include lease agreements and memorandum of understandings (MOU's).
- 10.2 Competitive Bidding. Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.
- 10.3 Signatories. The signatories for the City are the City Clerk, Mayor and the City Administrator, each of whom are authorized to execute the contracts without additional Council action; two of the three persons must sign each contract. Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

The City Administrator shall have authority to sign contracts to purchase vehicles or equipment without an additional signatory provided they are included in the annual budget and meet the guidelines of the purchasing policy.

- 10.4 Contract Review. All contracts must be reviewed by the City Attorney as to form prior to the execution of the contract. Department Heads should submit contracts to the City Attorney as soon as possible for timely review – ideally at least one business week prior to the execution date. All questions about whether a document is a contract should be directed to the City Attorney prior to execution of the document.

SECTION XI

EMERGENCY PURCHASES

- 11.1 Policy. Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:
1. When there is a need for immediate delivery of items.
 2. To prevent delays in work or construction schedules.
 3. When there is an immediate threat to employees, public health or safety, or
 4. To meet emergencies rising from unforeseen causes.
 5. When there is an emergency declaration.
- 11.2 Emergency Purchases over \$1,000 \$5,000. For emergency purchases over \$1,000 \$5,000, the Department Head shall take the following steps:
1. Notify the City Administrator of the emergency and receive a waiver of the provisions of the purchasing policy.
 2. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

SECTION XII

GRANTS AS A REVENUE SOURCE

- 12.1 Policy. A Prior resolution approval from the Finance/Personnel Committee and Council is required when the grant requires a city matching contribution. Approval must be granted prior to the

submission of the grant application and preferably during the budget process. The City matching contributions are defined to include any monetary contribution, change in service or staffing.

SECTION XIII
DONATION POLICY

- 13.1 Policy. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to ensure compliance with applicable laws and accounting procedures. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business.
- 13.2 Types of Donations. Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City of Baraboo.
- 13.3 Acceptance of Donations. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.
1. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance the Department Head.
 2. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance the City Administrator. All donations over \$10,000 shall be reported to the City Council as informational.
 3. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the City Council. Conations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.
- 13.4 Acceptance of Designated Donations. Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:
1. Consideration of an immediate or initial expenditure required in order to accept the donation;
 2. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and
 3. The need for the property, including where and what type of property it is.
- 13.5 Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Baraboo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.
1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and

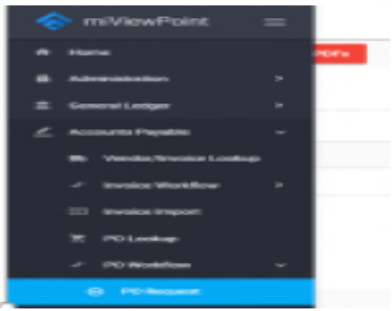
- mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.
2. All significant fundraising and solicitation efforts, as reasonably defined by the City Administrator, which support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.
- 13.6 Accounting. Following donation acceptance, the Department shall obtain written approval of Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Finance Director. No Department shall be allowed to maintain a checking or savings account for fundraising activities ~~that is~~ separate from the City accounting system. The Finance Director shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.
- 13.7 Status of Donated Property. All donated property given to the City of Baraboo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The city is not required to maintain the property beyond its useful life. The city does not guarantee future funding for repair, maintenance, use or replacement of donated items.
- 13.8 Library Donations. All donations to the library are governed by its Gift Policy adopted November 19, 2013, and as amended and preferably be collected by the "Friends of the Library".

SECTION XIV
MISCELLANEOUS CONSIDERATIONS

- 14.1 Encumbrances and Financial Recordkeeping. Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.
- The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.
- 14.2 Non-Budgeted Items. Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.

- 14.3 Insurance Claim and Settlement Proceeds. Purchases resulting from an accident or loss covered by the City's insurance policy or legal settlement will be treated as non-budgeted items. Although money will be received from the claim or settlement, this is deposited into an "Insurance Proceeds" revenue account within the special fund. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment if the purchase causes the department to exceed their total budget function parameter.
- 14.4 Property Room Surplus. Police Department property room surplus items shall be disposed of at the discretion of the Police Chief or designee and pursuant to State Statute. Any proceeds from the sale of said items shall be entered into the Police Property Surplus budget.
- 14.5 Local Merchants. The Citycity will give utmost consideration to local merchants taking price and service into account.
- 14.6 Conflict Of Interest. Employees of the municipality are regulated by §946.13, Wis. Stat., and §1.77, City Code, concerning conflicts of interest. The statutory amount that an employee can earn directly or indirectly per 12-month period from the Citycity for doing contracted work for the Citycity is \$15,000.00. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available, and the employee has followed the procedure set forth in §1.77, City Code,.
- 14.7 New Vendors. New vendors must be approved and created by the Finance Department prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate a new vendor approval, complete the New Vendor Request Form and submit it to the Finance Department.

Utilizing miViewPoint



Here is where you attach back up.

PO Number automatically generated

If you are using a single vendor for multiple purchases, use blanket PO

This amount must agree with the Extended Price below.

This should populate when you select a vendor.

PO Details

Vendor Name: Select a vendor

PO Number: 0010

PO Type: Regular

Blanket PO: Select a blanket PO number

Total Amount: .00

Department: Select a department

Search To Address: Select an address

PO Date: 01/05/2019

Issue Date: 01/05/2019

Shipping: Select a shipping location

Default OL Period: 01/01/2019 - 01/01/2019

Notes: Add new notes

Show Notes on PO Form

Description	OL Amount	Quantity	Unit Price	Extended Price	Unit Price	Notes	Shipping	PO	Budget

Input the purchase description here.

Make sure the Extended Price agrees with the total above

The Extended Price should not exceed budget. If it does, a budget amendment is needed.

Description	OL Amount	Quantity	Unit Price	Extended Price	Unit Price	Notes	Shipping	PO	Budget
Equipment repair	36.00	1.00	\$1.00	\$1.00				36.00	36.00

PURCHASING WORKFLOW FOR CITY DEPARTMENTS

City departments may use this as a general guide for purchases, but this is intended to be a summary only and does not supersede the material contained in the Purchasing Policy.

PURCHASE UNDER \$1,000

1. Department verifies purchase is within department function total budget or obtains approval from Council via Finance/Personnel Committee.
2. Department should competitively bid, but not required.
3. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City **Attorney** for review or contact City **Attorney** for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

PURCHASE BETWEEN \$1,000 - \$10,000

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
4. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City **Attorney** for review or contact City **Attorney** for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.

PURCHASE BETWEEN \$10,001 - \$50,000

1. Department verifies purchase is within department function total budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.

5. City Administrator approves purchase order requisition.
- 6.. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City **Attorney** for review or contact City **Attorney** for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. ~~Original~~The original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. When Department receives bill/invoice, this must entered into *MiViewPoint*

PURCHASE \$50,001+

1. Department verifies purchase is within budget or obtains approval from Council via Finance/Personnel Committee.
2. Department competitively bids for the purchase pursuant to Purchasing Policy.
3. Department completes purchase order requisition and submits copies of bids/quotes to Finance Department (*done in MiViewPoint*).
4. Finance Director approves purchase order requisition.
5. City Administrator approves purchase order requisition.
6. Purchase Order requisition requires approval from Common Council ONLY IF the item was not previously approved by Council.
7. Department determines if purchase will require a contract.
 - If YES:
 - a. Submit vendor's contract to City Attorney for review or contact City Attorney for contract drafting.
 - b. Contract is signed by City Clerk, City Administrator or Mayor (2 of 3) AFTER the vendor has signed.
 - c. Original copy of contract goes to City Clerk for filing in the Vault.
 - If NO:
 - a. Department places order.
 - b. Invoice must be entered into *MiViewPoint* and original placed in basket in Finance Dept.