City of Beaver Dam, Wisconsin
Administrative Committee Meeting

205 S. Lincoln Ave; Room 113
(Engineering)
Monday, June 15, 2026 at 6:30 PM

Join Zoom Meeting
Meeting ID: 898 8273 2707
Passcode: 834066
Join by Phone: (646) 931-3860

AGENDA

1) Call to Order – Roll Call
   a) Approval of the June 1, 2026, Meeting Minutes
   b) Approval of bills between May 29, and June 11, 2026 in the amount of $1,695,410.41.
   c) Finance Report

2) Discussion & Possible Action
   a) **RESOLUTION NO. 48-2026 -** A Resolution to Approve a Temporary Class "B" License to Best Dam Fest for BeaverFest on July 11, 2026
   b) **RESOLUTION NO. 49-2026 -** A Resolution Granting Class "A" Licenses in the City of Beaver Dam
   c) **RESOLUTION NO. 50-2026 -** A Resolution Granting Class "A"/"Class A" Licenses in the City of Beaver Dam
   d) **RESOLUTION NO. 51-2026 -** A Resolution Granting Class "B" Licenses in the City of Beaver Dam
   e) **RESOLUTION NO. 52-2026 -** A Resolution Granting Class "B"/"Class B" Licenses in the City of Beaver Dam
   f) **RESOLUTION NO. 53-2026 -** A Resolution Granting Class "C" Licenses in the City of Beaver Dam
   g) **RESOLUTION NO. 54-2026 -** A Resolution Granting Tavern Dance Licenses in the City of Beaver Dam
   h) **RESOLUTION NO. 55-2026 -** A Resolution Granting a Secondhand Dealer License Renewals
   i) **RESOLUTION NO. 56-2026 -** A Resolution Granting a Taxi Cab License to Running, Inc. (D/B/A Beaver Dam Public Transit)
   j) **RESOLUTION NO. 60-2026** A Resolution Charging Off Delinquent Miscellaneous Accounts Receivable
   k) Resolution on Income Continuation Insurance Plan
   l) Policy 107 on City Council Rules and corresponding Ordinance Amendment
   m) Discuss Idea of Updating Existing Impact Fees and/or creating new Fees.

n) Discuss and Consider the following policies: 201 Position Control, 304 Debt service, 305 Fund Balance, 306 Budget Policy, 307 Capital Improvement Plan, 308 Procurement Policy, and 309 Credit Card Policy.

3) Future Agenda Items

4) Adjourn

This agenda was posted and made available to the news media, public and various City officials, and staff in compliance with the State of WI Open Meetings Law and Administrative Committee policy:

Posted: 6/12/26 by Tracey Ferron, City Clerk at 8:00 a.m.

A quorum of the Common Council may attend this meeting.

City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Room 113 (Engineering)
Monday, June 1, 2026
6:45 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:45 p.m. by Zach Zopp. Present: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Absent: 0.

a) Approval of the May 18, 2026, Meeting Minutes

Motion by Kevin Burnett, second by Zach Zopp, to approve. Motion carried by acclamation.

b) Approval of bills between May 15, and May 28, 2026 in the amount of $581,913.15

Motion by Monica Keel, second by Kevin Burnett, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) Ordinance Amending Sections 2-5, 2-42 and 2.404.1 and Deleting Sections 2-41 and 2-88 of Chapter 2 of the City Code regarding City Council and City Administrator

Zopp updated the committee on the proposed ordinance from the previous meeting. A lengthy discussion was held about the Alderperson salary. Motion by Mick Fischer, second by Jack Yuds, to increase the Alderperson's salary to $5500 per year commencing in the 2029 election cycle. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Monica Keel, Jack Yuds, 4. Noes: Frank Ferree, Chris Ganske, Zach Zopp, 3. Motion by Kevin Burnett, second by Jack Yuds, to increase Alderperson salary by 2% annually commencing in the 2029 election cycle. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Monica Keel, Jack Yuds, Zach Zopp, 5. Noes: Mick Fischer, Chris Ganske, 2. Motion by Mick Fischer, second by Monica Keel, to move this ordinance onto the Common Council with changes made to the Alderperson salary section, rest of ordinance stays the same. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: Chris Ganske, 1.

b) Policy 107 Setting Conduct Rules for City Council Meetings

Bierke gave a brief description of the presented policy. Discussion was held. Due to time constraints, this item will be carried over to the next meeting.

c) Discuss Idea of Updating Existing Impact Fees and/or creating new Fees.

Due to time constraints, this item will be carried over to the next meeting.

3) Future Agenda Items

There were no future agenda items this evening.

4) Adjourn

Motion by Kevin Burnett, second by Jack Yuds, to adjourn. The meeting adjourned at 7:29 p.m.

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0000-144150 DUE FROM COMMUNITY FIRE DEPT							
KWIK TRIP INC.	50854	KWIK TRIP INC.	14669 053126	FUEL (RURAL) MAY	05/31/2026	594.45	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	5838	LED LIGHTS FOR 1263 (REAR TAILL	04/10/2026	810.44	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6200	ANNUAL DOT/PMS/PUMP TESTIN	06/08/2026	1,262.64	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6202	ANNUAL DOT/PMS/PUMP TESTIN	06/08/2026	1,296.96	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6204	COOLANT LEAK REPAIRS AND SHI	06/08/2026	1,862.15	
01-0000-219000 SUNDRY ACCOUNTS PAYABLE							
US BANK CREDIT CARD	50854	KWIK TRIP INC.	042626 1027	REIMBURSEMENT FROM CHIEF WE	04/26/2026	53.80	526
US BANK CREDIT CARD	98655	SPECTRUM	171130101032126CR	REFUND	03/21/2026	296.70-	526
01-0000-219100 POLICE & FIRE UNIFORM FUND							
ALCANTARA, JESUS ANDR	103844	ALCANTARA, JESUS ANDRES MAR	052626 CLOTHING	CLOTHING ALLOWANCE (ALCAN	05/26/2026	55.00	
US BANK CREDIT CARD	100878	AMAZON.COM	112-5699612-4062657	UNIFORM ALLOWANCE - RIEL	05/16/2026	27.28	526
US BANK CREDIT CARD	100878	AMAZON.COM	112-9546149-2950619	UNIFORM ALLOWANCE - RIEL	05/07/2026	33.44	526
US BANK CREDIT CARD	100878	AMAZON.COM	112-9857353-5809003	UNIFORM ALLOWANCE - RIEL	05/07/2026	37.96	526
US BANK CREDIT CARD	30240	GALLS LLC	32452235	UNIFORM ALLOWANCE - STOMME	05/13/2026	346.03	526
US BANK CREDIT CARD	30240	GALLS LLC	34809508	CLASS A UNIFORMS	04/21/2026	557.80	526
US BANK CREDIT CARD	30240	GALLS LLC	34822860	CLASS A UNIFORMS	04/22/2026	76.92	526
US BANK CREDIT CARD	30240	GALLS LLC	34825834	CLASS A UNIFORMS	04/22/2026	1,070.37	526
US BANK CREDIT CARD	30240	GALLS LLC	34835455	CLASS A UNIFORM	04/23/2026	111.56	526
US BANK CREDIT CARD	30240	GALLS LLC	34868228	CLASS A UNIFORMS	04/27/2026	223.20	526
US BANK CREDIT CARD	30240	GALLS LLC	34882105	CLASS A UNIFORM	04/28/2026	111.60	526
US BANK CREDIT CARD	30240	GALLS LLC	34882122	CLASS A UNIFORMS	04/28/2026	100.01	526
US BANK CREDIT CARD	30240	GALLS LLC	34946242	CLASS A UNIFORMS	05/04/2026	111.61	526
US BANK CREDIT CARD	103488	ALIEN GEAR HOLSTERS	AGH180766	UNIFORM ALLOWANCE - WETTER	05/07/2026	34.10	526
US BANK CREDIT CARD	103488	ALIEN GEAR HOLSTERS	AGH180766	UNIFORM ALLOWANCE - STOMME	05/07/2026	68.21	526
US BANK CREDIT CARD	103932	COWELLTACTICAL.COM	I-10012	UNIFORM ALLOWANCE - J. JOHNS	05/01/2026	631.50	526
01-0000-239233 JAM BY THE DAM							
MOLITOR, ZAC	103946	MOLITOR, ZAC	072426	JAM BY THE DAM CONCERT-JULY	06/09/2026	1,500.00	
NOBODYS HERO	103651	NOBODYS HERO	071026	CONCERT-JULY 10 CONCERT	06/09/2026	1,750.00	
01-0000-239244 KIDS FUND							
US BANK CREDIT CARD	100878	AMAZON.COM	111-7918187-2071466	REFLECTIVE WRISTBANDS FOR CY	05/01/2026	79.90	526
01-0000-239246 PICKLEBALL COURTS							
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	UN162307	PICKLEBALL PORTABLE TOILET	04/30/2026	115.00	526
01-0000-239250 FIRE COMMUNITY FOUNDATION							
APHE WISCONSIN LLC	103168	APHE WISCONSIN LLC	6259	CPR/ACLS CARDS	05/28/2026	125.00	
FIRE SAFETY EDUCATION	102230	FIRE SAFETY EDUCATION	INV009446	PLASTIC FIRE HELMETS (FIRE PRE	05/27/2026	1,080.00	
US BANK CREDIT CARD	70775	PIGGLY WIGGLY	22583 052326	REHYDRATION DRINKS FOR RIT T	05/23/2026	85.39	526
US BANK CREDIT CARD	30240	GALLS LLC	34923937	CLASS A UNIFORM	05/01/2026	111.56	526
US BANK CREDIT CARD	101358	HOBBY LOBBY	8193 51426	CADET RECRUITMENT (KUENZI)	05/14/2026	5.98	526
US BANK CREDIT CARD	101103	VISTAPRINT	VP_FF8QS9HW	BDFD BANNER	05/15/2026	321.76	526
01-0000-239252 STATE EMS TRAINING FUNDS							
WAUKESHA COUNTY TEC	92578	WAUKESHA COUNTY TECHNICAL	S0896134	PARAMEDIC COURSE FEE (CHIUC	05/26/2026	566.50	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0000-239254 SENIOR PROJECT ACCOUNT							
PASEWALD, KERRY	103195	PASEWALD, KERRY	1072	#23 STRONG BODIES MAR-APR	04/12/2026	375.00	
SCHOMBER, LIVIA	100820	SCHOMBER, LIVIA	98	#18 CHAIR YOGA (TUES)	05/28/2026	216.00	
SCHOMBER, LIVIA	100820	SCHOMBER, LIVIA	98	#18 CHAIR YOGA (THURS)	05/28/2026	168.00	
US BANK CREDIT CARD	8615	BEAVER DAM CHAMBER OF COM	5244 051126	#09 LBD GRADUATION BANQUET-	05/11/2026	45.00	526
US BANK CREDIT CARD	103123	CANTEEN VENDING CAFE	MSN104638	#05 CANTEEN-FILTER CHANGE	05/15/2026	80.00	526
01-0000-441100 COURT PENALTIES & COSTS							
CITY OF WAUPUN	102071	CITY OF WAUPUN	MAY 26	WAUPUN FEES	05/31/2026	2,284.02	
DODGE COUNTY FINANCE	18819	DODGE COUNTY FINANCE	MAY 2026	COUNTY'S SHARE OF COURT FEES	05/31/2026	2,380.25	
FOND DU LAC COUNTY	102072	FOND DU LAC COUNTY	MAY 2026	FDL COUNTY COSTS	05/31/2026	80.00	
MAYVILLE TREASURER	102319	MAYVILLE TREASURER	MAY 2026	MAYVILLE FORFEITURE	05/31/2026	1,534.45	
NEOSHO POLICE DEPART	100747	NEOSHO POLICE DEPARTMENT	MAY 2026	NEOSHO SHARE OF COURT FEES	05/31/2026	1,366.76	
STATE OF WISCONSIN	81114	STATE OF WISCONSIN	MAY 2026	WI COURT FEES	05/31/2026	7,553.21	
TOWN OF BEAVER DAM	85124	TOWN OF BEAVER DAM	MAY 2026	TOWN BD FORFEITURES	05/31/2026	165.00	
Total :						31,169.11	
CITY COUNCIL							
01-0102-533000 DATA PROCESSING SERVICE & EXP.							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106335	IT SUPPORT	05/11/2026	449.86	526
US BANK CREDIT CARD	102370	ZOOM	INV351818242	ZOOM	04/29/2026	113.96	526
Total CITY COUNCIL:						563.82	
MUNICIPAL COURT							
01-0103-530030 TRANSPORTATION & TRAVEL							
KUZNIEWICZ, DAWN	50837	KUZNIEWICZ, DAWN	052226 EXPENSE	LODGING, MEALS & MILEAGE	05/22/2026	367.25	
Total MUNICIPAL COURT:						367.25	
CITY ADMINISTRATOR							
01-0105-530120 TRAINING & TRAVEL							
BEAVER DAM CHAMBER O	8615	BEAVER DAM CHAMBER OF COM	2026-1109	LBD	06/09/2026	550.00	
Total CITY ADMINISTRATOR:						550.00	
CLERK							
01-0108-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106087	IT SERVICES	04/27/2026	74.98	526
Total CLERK:						74.98	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
ELECTIONS							
01-0110-530010 SUPPLIES & OTHER EXPENSES							
DODGE COUNTY FINANCE	18819	DODGE COUNTY FINANCE	11373	DODGE COUNTY	06/02/2026	1,230.33	
Total ELECTIONS:						1,230.33	
FINANCE							
01-0112-530010 SUPPLIES & OTHER EXPENSES							
QUADIENT LEASING USA I	101956	QUADIENT LEASING USA INC	Q2379595	LEASE	05/25/2026	444.24	
US BANK CREDIT CARD	100878	AMAZON.COM	113-2032058-7097826	OFFICE SUPPLIES	04/29/2026	178.00	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-2244161-1473049	OFFICE SUPPLIES	05/13/2026	9.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-2385011-5150626	OFFICE SUPPLIES	05/12/2026	110.34	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-6641617-9930654	OFFICE SUPPLIES	04/29/2026	16.85	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-7046116-7894636	OFFICE SUPPLIES	05/12/2026	62.88	526
01-0112-530030 TRANSPORTATION & TRAVEL							
US BANK CREDIT CARD	103876	UW GREEN BAY	IN-880205	TRAINING	05/08/2026	499.00	526
01-0112-533000 DATA PROCESSING SERVICE & EXP.							
CASELLE LLC	103753	CASELLE LLC	INV-19723	SEMI ANNUAL SUPPORT FEE	06/02/2026	16,192.93	
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106087	IT SERVICES	04/27/2026	112.46	526
Total FINANCE:						17,626.69	
MUNICIPAL BUILDING							
01-0118-520010 TELEPHONE							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106365	VOIP	05/06/2026	3,605.59	526
US BANK CREDIT CARD	98655	SPECTRUM	263842041026	PHONE	04/10/2026	39.99	526
US BANK CREDIT CARD	100464	LUMEN	780292631	TELEPHONE	04/01/2026	.08	526
01-0118-530010 SUPPLIES & OTHER EXPENSES							
NASSCO	103822	NASSCO	6716197	CUSTODIAL SUPPLIES CITY HALL	06/08/2026	303.14	
01-0118-530012 CUSTODIAL SUPPLIES - POLICE							
NASSCO	103822	NASSCO	6716197	CUSTODIAL SUPPLIES POLICE	06/08/2026	26.11	
01-0118-530013 CUSTODIAL SUPPLIES - LIBRARY							
NASSCO	103822	NASSCO	6716197	CUSTODIAL SUPPLIES LIBRARY	06/08/2026	835.86	
US BANK CREDIT CARD	101814	A-1 TRI-COUNTY VACUUM & SEWI	105 52226	CUSTODIAL SUPPLIES	05/22/2026	41.58	526
US BANK CREDIT CARD	100878	AMAZON.COM	111-1755421-3333865	WATER FOUNTAIN FILTER	05/22/2026	152.99	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	3027 50726	CUSTODIAL SUPPLIES	05/22/2026	58.00	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	3814 51326	CUSTODIAL SUPPLIES	05/13/2026	56.95	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	703 51826	CUSTODIAL SUPPLIES	05/18/2026	19.99	526
US BANK CREDIT CARD	101439	BP	9046006 43026	LAWNMOWER GAS	04/30/2026	25.00	526
01-0118-530014 CUSTODIAL SUPPLIES - WATERMARK							
NASSCO	103822	NASSCO	6716197	CUSTODIAL SUPPLIES WATERMAR	06/08/2026	71.99	
01-0118-530090 POSTAGE/COPIER/INTERNET SERV.							
US BANK CREDIT CARD	98655	SPECTRUM	171124001042126	INTERNET	04/21/2026	180.00	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
US BANK CREDIT CARD	98655	SPECTRUM	263842041026	INTERNET	04/10/2026	93.45	526
01-0118-530101 BUILDING REPAIR - POLICE DEPT.							
US BANK CREDIT CARD	100854	FLEET FARM	3100 51426	POLICE DEPARTMENT FLOWER BE	05/14/2026	115.94	526
01-0118-530102 BUILDING REPAIR - LIBRARY							
GAPPA SECURITY SOLUTIO	100096	GAPPA SECURITY SOLUTIONS LLC	33743	ENTRY SERVICE CALL	05/18/2026	150.00	
TONN PEST CONTROL	85010	TONN PEST CONTROL	060326	PEST CONTROL	06/03/2026	60.00	
TOTAL MECHANICAL	99624	TOTAL MECHANICAL	33091	1ST QTR FIRE SPRINKLER INSPECTI	05/31/2026	560.00	
01-0118-530103 BUILDING REPAIR - WATERMARK							
KRAEMER AIR FILTER COR	99451	KRAEMER AIR FILTER CORP.	23627	WATERMARK AIR FILTERS	05/26/2026	82.61	
US BANK CREDIT CARD	100878	AMAZON.COM	113-6436172-8163442	AMAZON-SINK SPRAYER	05/12/2026	25.25	526
US BANK CREDIT CARD	10725	BREHM'S WONDERCREEK NURSER	2 51526	BREHM'S NURSERY-PERENNIALS	05/15/2026	105.46	526
US BANK CREDIT CARD	10725	BREHM'S WONDERCREEK NURSER	3 51526	BREHM'S NURSERY-PERENNIALS	05/15/2026	19.25	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	8076 51526	MENARDS-MULCH	05/15/2026	13.26	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	8190 51526	MENARDS-MULCH	05/15/2026	13.26	526
01-0118-530111 UTILITIES - POLICE DEPT							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	3638040000 42726	UTILITIES - POLICE	04/27/2026	2,768.74	526
01-0118-530112 UTILITIES - DPW							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	9377110000 42326	238 UTILITIES	04/23/2026	2,987.47	526
01-0118-530113 UTILITIES - PARKS							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	291430000 050626	UTILITIES PARKS	05/06/2026	214.09	526
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	657020000 50626	UTILITIES PARKS	05/06/2026	211.22	526
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	8238251576 42326	UTILITIES PARKS	04/23/2026	1,322.00	526
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	9991897989 50626	UTILITIES PARKS	05/06/2026	352.44	526
01-0118-530114 UTILITIES - LIBRARY							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	7959104058 41326	GAS & ELECTRIC	04/13/2026	1,297.85	526
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	9909800000 042326	GAS & ELECTRIC	04/23/2026	1,838.51	526
01-0118-530115 UTILITIES - CAS							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	8467299863 42326	ALLIANT ENERGY	04/23/2026	1,678.43	526
Total MUNICIPAL BUILDING:						19,326.50	
POLICE DEPARTMENT							
01-0320-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	100878	AMAZON.COM	113-4320198-5310657	SHARPIE MARKERS	05/06/2026	17.58	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-4702185-4061043	BAGS FOR PAPER SHREDDER	05/06/2026	144.91	526
US BANK CREDIT CARD	101019	HIGHER GROUNDS COFFEE SHOP	2020 50626	COFFEE FOR MEETING	05/06/2026	24.00	526
US BANK CREDIT CARD	103326	TRAFFIC VIOL REG PROG	30140052	VEHICLE REGISTRATION SUSPENS	05/04/2026	3.06	526
US BANK CREDIT CARD	103167	ECLIPSE LLC	30210 51326	WINDOW TINT - UC VAN	05/13/2026	206.40	526
US BANK CREDIT CARD	103326	TRAFFIC VIOL REG PROG	30600888	VEHICLE REGISTRATION SUSPENS	05/14/2026	6.12	526
US BANK CREDIT CARD	103326	TRAFFIC VIOL REG PROG	30811840	VEHICLE REGISTRATION SUSPENS	05/19/2026	24.48	526
US BANK CREDIT CARD	100225	IAFCI	44736 51926	IAFCI MEMBERSHIP - KUHNZ	05/19/2026	105.00	526
US BANK CREDIT CARD	102686	NASRO	80926	NASRO MEMBERSHIP - KAREL	05/09/2026	50.00	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0320-530016 EMERGENCY RESPONSE EQUIPMENT							
US BANK CREDIT CARD	102469	HARD HEAD VETERANS	HHV125155	FACE SHIELDS X10 FOR MOBILE FI	04/28/2026	1,990.00	526
US BANK CREDIT CARD	102469	HARD HEAD VETERANS	HHV125156	HELMET FOR ERT/MFF	04/28/2026	538.00	526
01-0320-530017 CITIZEN POLICE ACADEMY							
US BANK CREDIT CARD	50854	KWIK TRIP INC.	12773462 51426	SNACKS - CPA	05/14/2026	19.47	526
US BANK CREDIT CARD	100890	WALMART	3883 50726	SNACKS - CPA	05/07/2026	17.62	526
US BANK CREDIT CARD	100890	WALMART	40111 052426	CPA BANQUET ITEMS	05/24/2026	66.83	526
01-0320-530070 POSTAGE,COPIER,SUPPLIES & MISC							
US BANK CREDIT CARD	100861	USPS	470 42926	MAIL EBIKE BATTERY	04/29/2026	13.00	526
01-0320-530120 TRAINING & TRAVEL							
US BANK CREDIT CARD	102328	INGLESIDE HOTEL	100774 52226	HOTEL - WLECHA CONFERENCE	05/22/2026	636.00	526
US BANK CREDIT CARD	103933	NTOA	20265050	TRAINING - HIGH RISK WARRANT	05/15/2026	626.00	526
US BANK CREDIT CARD	103934	LAW ENFORCEMENT SEMINARS	2033848	RECRUITING FOR LAW ENFORCE	05/15/2026	445.00	526
US BANK CREDIT CARD	103661	CEDAR CREEK HOTEL & CONFERE	24761 50526	HOTEL - MTOA CONFERENCE	05/05/2026	202.00	526
US BANK CREDIT CARD	103326	TRAFFIC VIOL REG PROG	30771442	VEHICLE REGISTRATION SUSPENS	05/18/2026	6.12	526
US BANK CREDIT CARD	103661	CEDAR CREEK HOTEL & CONFERE	34035 50526	HOTEL - MTOA CONFERENCE	05/05/2026	202.00	526
US BANK CREDIT CARD	103840	JUSTICE ACADEMY TRAINING	494 51926	THE ART OF INTERDICTION - FEUC	05/19/2026	299.00	526
US BANK CREDIT CARD	103661	CEDAR CREEK HOTEL & CONFERE	B-59221	HOTEL - BASIC SWAT - EDWARDS	05/08/2026	505.00	526
US BANK CREDIT CARD	15263	COMFORT SUITES	GP-HXJ16590	HOTEL - FORENSIC INTERVIEW TR	05/21/2026	110.00	526
01-0320-530150 GASOLINE							
US BANK CREDIT CARD	50854	KWIK TRIP INC.	9817501 50826	FUEL FOR BASIC SWAT TRAINING	05/08/2026	30.10	526
01-0320-533000 DATA PROCESSING SERVICE & EXP.							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	105730	DUO CHANGES	03/31/2026	56.90	526
01-0320-533001 SOFTWARE AND RELATED EXPENSES							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106136	MONTHLY SERVICES	05/01/2026	2,125.90	526
Total POLICE DEPARTMENT:						8,470.49	
TRAFFIC CONTROL							
01-0322-530010 SUPPLIES & OTHER EXPENSES							
LANGE ENTERPRISES	51400	LANGE ENTERPRISES	95260	SPEED LIMIT, STOP	05/28/2026	454.87	
TAPCO	85217	TAPCO	I826258	ORDER FREIGHT	05/22/2026	164.11	
TAPCO	85217	TAPCO	I826718	TRAFFIC LIGHT PARTS	05/29/2026	455.00	
Total TRAFFIC CONTROL:						1,073.98	
FIRE DEPARTMENT							
01-0325-520010 TELEPHONE							
T-MOBILE	103942	T-MOBILE	216514982 052926	SIM CARDS FOR CAD COMPUTERS	05/29/2026	74.72	
US CELLULAR	13416	US CELLULAR	809628890	CELL BILL (APR) CITY	05/16/2026	316.91	
01-0325-520020 EQUIPMENT REPAIR							
HASTINGS AIR-ENERGY CO	100488	HASTINGS AIR-ENERGY CONTROL	PS-I0018300	TAILPIPE ADAPTER FOR PLYMOVE	04/30/2026	341.01	
IBD LLC	42395	IBD LLC	100702402	BATTERIES FOR BOAT (2)	06/02/2026	428.85	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6198	ANNUAL DOT/PMS/PUMP TESTIN	06/08/2026	1,571.12	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6199	ANNUAL DOT/PMS/PUMP TESTIN	06/08/2026	1,229.06	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6201	ANNUAL DOT/PMS/PUMP TESTIN	06/08/2026	1,775.97	
RENNERT'S FIRE EQUIP SER	74000	RENNERT'S FIRE EQUIP SERVICE	6203	PRESSURIZE PUMP TO TEAST FOR	06/08/2026	181.84	
US BANK CREDIT CARD	100878	AMAZON.COM	113-6875816-5717845	COMPRESSOR VALVE CHECK FOR	05/09/2026	13.51	526
US BANK CREDIT CARD	101018	BATTERIES PLUS BULBS	EC0056808490	BATTERIES FOR SCBAS	05/21/2026	115.60	526
US BANK CREDIT CARD	7969	BALLWEG IMPLEMENT CO. INC.	P94731	PULL ROPES (6) FOR 1271'S CHAINS	04/30/2026	6.96	526
01-0325-530010 SUPPLIES & OTHER EXPENSES							
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	96887	STATION SUPPLIES/FLOOR SOAP	06/08/2026	97.17	
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	1324 052126	REFLECTIVE LETTERING FOR BUN	05/21/2026	7.37	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	4691 50926	STATION MAINTENANCE SUPPLIE	05/09/2026	32.28	526
US BANK CREDIT CARD	100861	USPS	560 50726	MAIL PFC AGENDAS	05/07/2026	4.35	526
US BANK CREDIT CARD	100854	FLEET FARM	5979 50326	U BOLT FOR BOAT TRAILER	05/03/2026	4.49	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	7841 43026	STATION SUPPLIES	04/30/2026	68.72	526
01-0325-530011 TOOLS & WORK EQUIPMENT							
JEFFERSON FIRE & SAFETY	45980	JEFFERSON FIRE & SAFETY INC.	IN337574	CALIBRATION GAS FOR METERS	03/05/2026	367.40	
US BANK CREDIT CARD	100878	AMAZON.COM	113-1580453-1698650	CHARGING BLOCK FOR NEW SEEK	04/30/2026	10.26	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-4248882-0549856	COBOLT COMPACT BOLT CUTTER	05/02/2026	76.98	526
01-0325-530020 WATER RESCUE							
BAU, CHARLES	99078	BAU, CHARLES	052926 EXPENSE	MILAGE TO PICK UP DIVE EQUIPM	05/29/2026	145.00	
01-0325-530021 PAGERS AND RADIOS							
BAYCOM INC.	8431	BAYCOM INC.	SRVCE64456	REPAIR PAGER (CHANNEL KNOB)	05/27/2026	93.86	
BAYCOM INC.	8431	BAYCOM INC.	SRVCE64623	REPLACE CIRCUT BOARD ON A PA	06/02/2026	276.00	
01-0325-530022 TURNOUT GEAR							
JEFFERSON FIRE & SAFETY	45980	JEFFERSON FIRE & SAFETY INC.	IN338936	REPAIR MULTIPLE SETS OF FIRE G	04/15/2026	340.00	
JEFFERSON FIRE & SAFETY	45980	JEFFERSON FIRE & SAFETY INC.	IN340488	SUSPENDERS FOR BUNKER GEAR (	05/29/2026	310.00	
01-0325-530024 HOSE AND APPLIANCES							
JEFFERSON FIRE & SAFETY	45980	JEFFERSON FIRE & SAFETY INC.	IN338086	SHIPPING CHARGES FOR HOSE OR	03/19/2026	132.52	
JEFFERSON FIRE & SAFETY	45980	JEFFERSON FIRE & SAFETY INC.	IN338300	REFUND SHIPPING CHARGES	03/27/2026	150.00-	
01-0325-530120 TRAINING & TRAVEL							
MID-STATE EQUIPMENT	57013	MID-STATE EQUIPMENT	4936	TACTICAL STRENGTH & READINE	06/02/2026	190.00	
US BANK CREDIT CARD	101872	GRAND GENEVA	050426 5103	LUNCH AT DIVE CONFERENCE	05/04/2026	4.00	526
US BANK CREDIT CARD	98762	WISCONSIN DNR	102679316	DNR UTV TRAINING MATERIALS	05/15/2026	100.00	526
US BANK CREDIT CARD	103039	COBBLESTONE INN & SUITES	118994 52026	HOTEL FOR WFSAA MEETING (FAS	05/20/2026	101.00	526
US BANK CREDIT CARD	101619	ENTERPRISE RENT-A-CAR	206001864686C	RENTAL VEHICLE FOR FDIC	04/27/2026	530.00	526
US BANK CREDIT CARD	103939	THE WOODEN CHAIR	21 52026	BRKFST X 2 WFSAA MEETING	05/20/2026	27.43	526
US BANK CREDIT CARD	102121	SIMSUSHARE	22486	ANNUAL SIMS SHARE CONTRACT	04/29/2026	74.95	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	2488 51126	SUPPLIES FOR TRAINING CENTER	05/11/2026	95.14	526
US BANK CREDIT CARD	103653	RATHSKELLER RESTAURANT	480400020	SUPPER FOR FDIC MEMBERS X 7	04/24/2026	299.99	526
US BANK CREDIT CARD	50854	KWIK TRIP INC.	5119386 50626	BROWNIES AND COFFEE CREAME	05/06/2026	25.87	526
US BANK CREDIT CARD	101872	GRAND GENEVA	55493 50526	MEAL EXPENSE X 2 DIVE CONFERE	05/05/2026	54.53	526
US BANK CREDIT CARD	103404	NEXT DOOR PUB & PIZZERIA	67208 50426	MEAL EXPENSE DIVE CONFERENC	05/04/2026	53.74	526
US BANK CREDIT CARD	70775	PIGGLY WIGGLY	C0621 51626	DRINKS/SNACKS FOR LIVE FIRE T	05/16/2026	117.31	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
WISCONSIN STATE FIREFIG	100712	WISCONSIN STATE FIREFIGHTERS'	SMITH 2026-27	WI FF ASSOCIATION ANNUAL ME	05/22/2026	30.00	
01-0325-530121 EMS SUPPLIES							
AIRGAS USA LLC	100409	AIRGAS USA LLC	5524709608	OXYGEN RENTAL FOR MAY	05/31/2026	413.30	
BOUND TREE MEDICAL LL	98601	BOUND TREE MEDICAL LLC	86217649	LIFEPACK PAPER, LARYNSCOPE B	05/26/2026	167.80	
BOUND TREE MEDICAL LL	98601	BOUND TREE MEDICAL LLC	86225123	2" BANDAGE WRAPS/WOUND PA	06/01/2026	142.96	
BOUND TREE MEDICAL LL	98601	BOUND TREE MEDICAL LLC	86225124	CASE OF LARGE GLOVES	06/01/2026	149.70	
PENNCARE INC	103687	PENNCARE INC	M169733	MEDICAL EXAM GLOVES	05/23/2026	237.00	
PENNCARE INC	103687	PENNCARE INC	M170748	CASE OF LARGE GLOVES	06/03/2026	130.16	
01-0325-530150 GASOLINE							
KWIK TRIP INC.	50854	KWIK TRIP INC.	14669 053126	FUEL (CITY) MAY	05/31/2026	4,318.48	
01-0325-530170 FRINGE EXPENSES							
DONNA FUHRMAN	103053	DONNA FUHRMAN	060526 EXPENSE	DONNA FUHRMAN INSURANCE	06/05/2026	318.25	
01-0325-530173 RECRUITMENT & RETENTION							
WEST ALLIS FIRE DEPT	103090	WEST ALLIS FIRE DEPT	2026 CPAT	CPAT TESTING (ROY/ALCANTARA	05/26/2026	400.00	
01-0325-533000 DATA PROCESSING SERVICE & EXP.							
ESCHEDULE	101068	ESCHEDULE	7589	ESCHEDULE QUARTERLY SUPPOR	06/01/2026	776.88	
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106133	MONTHLY SPYWARE (MAY)	05/01/2026	624.00	526
01-0325-550011 CITY CONTR - UNIFORMS							
US BANK CREDIT CARD	30240	GALLS LLC	35040052	CLASS A UNIFORMS	05/13/2026	152.91	526
Total FIRE DEPARTMENT:						17,407.35	
INSPECTION SERVICES							
01-0327-520100 INSPECTION SERVICES							
WISCONSIN INSPECTION A	94793	WISCONSIN INSPECTION AGENCY	BD-5.2026	INSPECTION FEES	05/31/2026	28,764.88	
Total INSPECTION SERVICES:						28,764.88	
EMERGENCY SERVICES							
01-0328-530010 SUPPLIES & OTHER EXPENSES							
US CELLULAR	13416	US CELLULAR	809628890	CELL BILL (APR) EM	05/16/2026	40.00	
01-0328-530110 HEAT,LIGHT,POWER & WATER							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	1892060000 50726	SIREN ELECTRIC CHARGE	05/07/2026	6.50	526
Total EMERGENCY SERVICES:						46.50	
PUBLIC WORKS MACHINERY							
01-0530-520020 EQUIPMENT REPAIR							
BALLWEG IMPLEMENT CO.	7969	BALLWEG IMPLEMENT CO. INC.	P44039	#63 COUPLERS	06/01/2026	227.91	
NAPA AUTO PARTS	99174	NAPA AUTO PARTS	651797	#45 BATTERY	05/28/2026	119.89	
01-0530-530010 SUPPLIES & OTHER EXPENSES							
ALSCO	3670	ALSCO	IMIL2220467	TOWELS, UNIFORMS	05/27/2026	59.87	
ALSCO	3670	ALSCO	IMIL2222278	TOWELS, UNIFORMS	06/03/2026	59.87	

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BALLWEG IMPLEMENT CO.	7969	BALLWEG IMPLEMENT CO. INC.	P95787	#41 BUSHING	05/27/2026	9.22	
BALLWEG IMPLEMENT CO.	7969	BALLWEG IMPLEMENT CO. INC.	P95971	V BELT, STARTER GRIP, GASKETS	06/01/2026	271.94	
NAPA AUTO PARTS	99174	NAPA AUTO PARTS	651770	FILTERS	05/27/2026	29.96	
NAPA AUTO PARTS	99174	NAPA AUTO PARTS	651798	BATTERY CORE	05/28/2026	18.00-	
REGISTRATION FEE TRUST	73841	REGISTRATION FEE TRUST	1M2MDBAB8VS078	2027 MACK	06/09/2026	225.50	
US BANK CREDIT CARD	103937	AMOCO	4026 51526	PROPANE	05/15/2026	66.47	526
01-0530-530150 GASOLINE							
KWIK TRIP INC.	50854	KWIK TRIP INC.	2000205 053126	NO LEAD	05/31/2026	1,696.71	
UNITED COOPERATIVE	88122	UNITED COOPERATIVE	913835	NO LEAD	06/10/2026	1,026.20	
01-0530-530160 DIESEL FUEL							
KWIK TRIP INC.	50854	KWIK TRIP INC.	2000205 053126	DIESEL	05/31/2026	3,200.60	
UNITED COOPERATIVE	88122	UNITED COOPERATIVE	913834	YARD DIESEL	06/10/2026	3,284.44	
Total PUBLIC WORKS MACHINERY:						10,260.58	
GARAGE							
01-0532-520010 TELEPHONE							
US BANK CREDIT CARD	99683	VERIZON WIRELESS	6140966143	CELL PHONES	04/12/2026	117.54	526
01-0532-530100 BUILDING REPAIR							
ALSCO	3670	ALSCO	IMIL2220467	RUGS, ETC.	05/27/2026	132.35	
ALSCO	3670	ALSCO	IMIL2222278	RUGS, ETC.	06/03/2026	132.35	
LYCON INC	102870	LYCON INC	1183835-IN	SCALE REPAIR	06/07/2026	500.00	
PROTANIC INC	102099	PROTANIC INC	261402	TANK CERTIFICATION	05/29/2026	1,445.00	
SIMONSON BROTHERS OF	103940	SIMONSON BROTHERS OF WISCON	684554	WATER HEATER	05/22/2026	285.31	
01-0532-533000 DATA PROCESSING SERVICE & EXP.							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106132	ANTI VIRUS, STORAGE	05/01/2026	721.36	526
US BANK CREDIT CARD	98655	SPECTRUM	147714042626	238 INTERNET	04/26/2026	143.75	526
Total GARAGE:						3,477.66	
DPW/CITY ENGINEER							
01-0534-520130 CONTRACT ENG. SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29163	GIS SERVICES	05/26/2026	237.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	TIA REVIEW PRAIRIE VIEW ELEM	06/05/2026	1,458.50	
Total DPW/CITY ENGINEER:						1,695.50	
PUBLIC WORKS SUPERVISION							
01-0535-530180 TRAINING							
US BANK CREDIT CARD	101680	CSWEA	E1779	COLLECTION SYSTEM SEMINAR	05/11/2026	135.00	526
Total PUBLIC WORKS SUPERVISION:						135.00	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
STREET REPAIR							
01-0536-530010 SUPPLIES & OTHER EXPENSES							
ALSCO	3670	ALSCO	IMIL2220467	FIRST AID	05/27/2026	35.40	
ALSCO	3670	ALSCO	IMIL2222278	FIRST AID	06/03/2026	35.40	
LYCON INC	102870	LYCON INC	1183836-IN	VITA ST	06/07/2026	796.03	
MICHELS ROAD & STONE	102807	MICHELS ROAD & STONE	6363	CONCRETE DUMP	05/30/2026	10.00	
US BANK CREDIT CARD	100854	FLEET FARM	1930 42826	BROOMS, SHOVELS	04/28/2026	146.92	526
Total STREET REPAIR:						1,023.75	
SNOW/ICE REMOVAL							
01-0541-530010 SUPPLIES & OTHER EXPENSES							
UNIVERSAL TRUCK EQUIP	103354	UNIVERSAL TRUCK EQUIPMENT	68101	PLOW REPAIR	06/04/2026	2,312.00	
UNIVERSAL TRUCK EQUIP	103354	UNIVERSAL TRUCK EQUIPMENT	68102	SNOW PLOWS	06/04/2026	2,435.00	
Total SNOW/ICE REMOVAL:						4,747.00	
TREE CONTROL							
01-0543-520130 CONTRACT WORK							
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432493	STORM DAMAGE	05/18/2026	427.24	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432673	CONTRACT TREE WORK	05/20/2026	1,626.87	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432720	TREE, STUMP REMOVAL	05/27/2026	69.36	
01-0543-530010 SUPPLIES & OTHER EXPENSES							
McKAY NURSERY CO.	56101	McKAY NURSERY CO.	05-14-2657103	MEMORIAL TREE	05/19/2026	289.95	
Total TREE CONTROL:						2,413.42	
STREET LIGHTING							
01-0545-530010 SUPPLIES & OTHER EXPENSES							
DIGGERS HOTLINE INC	18472	DIGGERS HOTLINE INC	260 5 17801	LOCATE NOTIFICATION	05/31/2026	83.64	
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	1,222.92	
01-0545-530110 HEAT,LIGHT,POWER & WATER							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	160820000 41626	STREET LIGHTS	04/16/2026	10,000.00	526
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	8406762523 41526	STREET LIGHTS	04/15/2026	194.74	526
Total STREET LIGHTING:						11,501.30	
CEMETERY							
01-1554-530010 SUPPLIES & OTHER EXPENSES							
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432654	LAWN CARE	05/27/2026	1,411.00	
Total CEMETERY:						1,411.00	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
COMMUNITY ACT & SERVICES							
01-0962-530001 PUBLISHING							
INSPIRE	100435	INSPIRE	14355	JUNE & SENIOR ISSUE ADS	06/01/2026	1,160.00	
LPI DIGITAL LLC	103944	LPI DIGITAL LLC	38180	LPI MAY/JUNE CCC EXTRA PGS	06/01/2026	427.15	
MINUTEMAN PRESS	101969	MINUTEMAN PRESS	29755	MINUTEMAN PRESS-4 BANNERS	05/27/2026	335.63	
US BANK CREDIT CARD	101684	FACEBOOK	18 052526	FACEBOOK	05/25/2026	195.80	526
01-0962-530030 TRANSPORTATION & TRAVEL							
WEIDLER, MAGGIE	103943	WEIDLER, MAGGIE	052726 EXPENSE	MILEAGE MAR-MAY	05/27/2026	13.41	
01-0962-530070 SUPPLIES & MISC							
US BANK CREDIT CARD	100878	AMAZON.COM	112-5245635-9397815	AMAZON-SUPPLIES	05/01/2026	75.24	526
US BANK CREDIT CARD	100878	AMAZON.COM	112-5362347-1531405	AMAZON-SUPPLIES	05/12/2026	17.75	526
US BANK CREDIT CARD	100878	AMAZON.COM	112-6299135-2357031	AMAZON-SUPPLIES	05/06/2026	27.19	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-2034911-3509860	AMAZON-SUPPLIES	05/11/2026	9.99	526
US BANK CREDIT CARD	100864	MADISON NEWSPAPERS	197713 51526	MADISON NEWSPAPERS	05/15/2026	19.99	526
01-0962-533000 TECHNOLOGY							
METRO SALES INC	103445	METRO SALES INC	INV3098418	MSI METRO-PHOTO COPIER	05/26/2026	173.72	
US BANK CREDIT CARD	102983	PANDORA MOOD MEDIA	1004125554	PANDORA	05/14/2026	29.95	526
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	105998	INTERQUEST-NEW PC FOR PATTI	04/13/2026	37.49	526
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106055	INTERQUEST-OFFICE HOME VERSI	04/20/2026	462.27	526
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106280	INTERQUEST-MONTHLY	05/01/2026	1,398.60	526
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106322	INTERQUEST-82" AUDIO CONVERT	04/30/2026	26.95	526
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106353	INTERQUEST-DISABLE AARP WIFI	05/11/2026	37.49	526
US BANK CREDIT CARD	98655	SPECTRUM	171123801042126	SPECTRUM	04/21/2026	341.65	526
US BANK CREDIT CARD	13416	US CELLULAR	801861283	US CELLULAR	04/10/2026	313.72	526
Total COMMUNITY ACT & SERVICES:						5,103.99	
COMMUNITY ACT & SERV - PROGRMS							
01-0963-520140 YOGA							
SCHOMBER, LIVIA	100820	SCHOMBER, LIVIA	98	GRACEFUL YOGA MAY	05/28/2026	252.00	
01-0963-530065 BAND SHELL CONCERTS							
CHLOE TSCHUDY	103408	CHLOE TSCHUDY	072226	CONCERT-JULY 22 POVERTY & PA	06/09/2026	300.00	
LEE, ELWOOD	103947	LEE, ELWOOD	070126	CONCERT-JULY 1 ELWOOD LEE BA	06/09/2026	600.00	
RODDY, MICHAEL	103945	RODDY, MICHAEL	070826	CONCERT-JULY 8 RURAL ROUTE 3	06/09/2026	600.00	
01-0963-530139 COMMUNITY EVENT							
US BANK CREDIT CARD	100826	STAPLES	37464 052226	STAPLES-SIGN	05/22/2026	93.98	526
US BANK CREDIT CARD	100304	ORIENTAL TRADING CO	742306571	ORIENTAL TRADING-SUPPLIES	05/21/2026	259.04	526
01-0963-530147 REC MISC							
US BANK CREDIT CARD	100878	AMAZON.COM	113-2852728-9003443	AMAZON-SANITZER	05/14/2026	99.37	526
US BANK CREDIT CARD	102123	LAUNDRY CONNECTION	532 050126	BD LAUNDRY CONNECTION-SANT	05/01/2026	31.00	526
US BANK CREDIT CARD	102123	LAUNDRY CONNECTION	97526 42826	BEAVER DAM LAUNDRY-TABLE C	04/28/2026	48.00	526
01-0963-530189 ONE-DAY SPECIAL CLASS							
SWAIN, TINA	103791	SWAIN, TINA	052826	FINE DINING-MAY 7, 14, 21, 28	06/09/2026	166.50	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0963-530211 PLAY IN THE PARK							
US BANK CREDIT CARD	100878	AMAZON.COM	742305054 52126	ORIENTAL TRADING-SUPPLIES	05/21/2026	32.97	526
US BANK CREDIT CARD	100304	ORIENTAL TRADING CO	742306571	ORIENTAL TRADING-SUPPLIES	05/21/2026	259.03	526
01-0963-530224 BD CELEBRATES 250							
US BANK CREDIT CARD	100304	ORIENTAL TRADING CO	742306571	ORIENTAL TRADING-SUPPLIES	05/21/2026	259.03	526
Total COMMUNITY ACT & SERV - PROGRMS:						3,000.92	
WEED CONTROL							
01-0966-520180 WEED CONTRACT CUTTING							
US BANK CREDIT CARD	103433	COLUMN SOFTWARE PBC	XAAKAEAE-0003	NOXIOUS WEED NOTICE	04/29/2026	81.96	526
01-0966-530010 SUPPLIES & OTHER EXPENSES							
BALLWEG IMPLEMENT CO.	7969	BALLWEG IMPLEMENT CO. INC.	P95783	TRIMMER STRING	05/27/2026	63.99	
Total WEED CONTROL:						145.95	
PARKS							
01-0968-520010 TELEPHONE							
US BANK CREDIT CARD	99683	VERIZON WIRELESS	6140966143	CELL PHONES	04/12/2026	76.36	526
01-0968-530010 SUPPLIES & OTHER EXPENSES							
AIRGAS USA LLC	100409	AIRGAS USA LLC	5524709723	AIRGAS TANK RENTAL	05/31/2026	191.49	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432651	LAWN CARE	05/27/2026	232.75	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432699	LAWN CARE	05/28/2026	390.00	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432737	LAWN CARE WEED CONTROL	05/29/2026	251.00	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432738	LAWN CARE WEED CONTROL	05/29/2026	382.00	
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	432767	LAWN CARE WEED CONTROL	05/29/2026	565.50	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	96706	ELECTRIC AT TAHOE FOR MUSTSK	06/05/2026	79.43	
MIDWEST POOL SUPPLY IN	101026	MIDWEST POOL SUPPLY INC	125424	SPLASH PAD CHEMICALS	05/19/2026	984.19	
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106135	INTERQUEST	05/01/2026	20.80	526
US BANK CREDIT CARD	98655	SPECTRUM	266027042026	SPLASH PAD PHONE	04/20/2026	42.94	526
US BANK CREDIT CARD	102895	ONXMAPS INC	KQKRNOV8-0002	MAPPING	05/21/2026	34.99	526
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	UN162307	PORTABLE TOILETS	04/30/2026	920.00	526
01-0968-530100 BUILDING REPAIR							
SIMONSON BROTHERS OF	103940	SIMONSON BROTHERS OF WISCON	684554	WATER HEATER	05/22/2026	285.32	
01-0968-530155 FUEL							
KWIK TRIP INC.	50854	KWIK TRIP INC.	2000206 053126	FUEL	05/31/2026	1,657.79	
Total PARKS:						6,114.56	
GENERAL							
01-0199-510040 EMPLOYEE RECOGNITION							
US BANK CREDIT CARD	101234	ACTIVE OUTFITTERS	2194545 50426	EMPLOYEE RECOGNITION	05/04/2026	190.00	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0199-520015 PERSONNEL LEGAL EXPENSES							
US BANK CREDIT CARD	103433	COLUMN SOFTWARE PBC	XXO1GMYM-0001	FD UNION NEGOTIATIONS	05/05/2026	74.17	526
01-0199-520045 PROFESSIONAL SERVICES							
BAKER TILLY ADVISORY G	103941	BAKER TILLY ADVISORY GROUP L	BT3691394	RENTAL COMPARABILITY STUDY	05/30/2026	3,000.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29614	ENGINEERING - META UTILITY EX	06/05/2026	2,235.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29614	ENGINEERING - META UTILITY EX	06/05/2026	13,488.51	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29617	ENGINEERING - EAGLES VIEW AD	06/05/2026	4,634.23	
SCHMITT, R.G.	102262	SCHMITT, R.G.	218282-7	CONSTRUCTION - CTH B, CTH W,	06/10/2026	154,230.05	
01-0199-520055 LEGAL SERVICES							
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	205388	LEGAL SERVICES	04/20/2026	9,224.00	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	8,235.15	526
US BANK CREDIT CARD	102204	QBS	3703008-0000 57	PROSECUTION FEES	05/13/2026	4,865.00	526
01-0199-550003 PROPERTY, LIAB. & TERM INS.							
R & R INSURANCE SERVICE	99181	R & R INSURANCE SERVICES INC.	3415743	LWMMI PACKAGE C	06/01/2026	58,177.50	
01-0199-550008 WORKERS COMPENSATION INSURANCE							
R & R INSURANCE SERVICE	99181	R & R INSURANCE SERVICES INC.	3415744	WORKERS COMPENSATION INSUR	06/01/2026	80,855.00	
01-0399-520110 WEIGHTS & MEASURES CONTRACT							
WIS DEPT OF AGRICULTUR	94796	WIS DEPT OF AGRICULTURE	115-0000039998	WEIGHTS AND MEASURES INSPEC	05/27/2026	6,000.00	
01-1199-580064 MARKETING AND PROMOTION							
US BANK CREDIT CARD	100878	AMAZON.COM	113-8607285-5352204	THANK YOU CARDS	04/29/2026	17.19	526
Total GENERAL:						345,225.80	
LIBRARY - COUNTY FUNDING							
21-0961-520010 TELEPHONE							
US BANK CREDIT CARD	13416	US CELLULAR	797369081	CELL PHONES	03/20/2026	139.31	426
US BANK CREDIT CARD	13416	US CELLULAR	853888454	CELL PHONES	04/20/2026	167.95	426
21-0961-520020 EQUIPMENT REPAIR							
GORDON FLESCH COMPA	28583	GORDON FLESCH COMPANY INC.	IN15640095	PRINTER COPIER METERS	06/11/2026	302.60	
GORDON FLESCH COMPA	28583	GORDON FLESCH COMPANY INC.	IN15640096	PRINTER COPIER METERS	06/11/2026	52.00	
GORDON FLESCH COMPA	28583	GORDON FLESCH COMPANY INC.	IN15640097	PRINTER COPIER METERS	06/11/2026	128.00	
GREAT AMERICA FINANCI	101801	GREAT AMERICA FINANCIAL SVC	42111917	PRINTER LEASES	05/28/2026	354.00	
GREAT AMERICA FINANCI	101801	GREAT AMERICA FINANCIAL SVC	42132377	COPIER LEASE	05/30/2026	459.00	
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106131	MONTHLY IT CHGS	05/01/2026	3,610.19	526
21-0961-530070 POSTAGE, SUPPLIES & MISC							
EMMONS BUSINESS INTERI	103938	EMMONS BUSINESS INTERIORS	231239	FURNITURE	05/29/2026	39,148.75	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29163	SVG MAP FILE CREATION	05/26/2026	1,566.00	
STAPLES ADVANTAGE	99860	STAPLES ADVANTAGE	7010139311	SUPPLIES	06/03/2026	53.18	
STERICYCLE INC	101456	STERICYCLE INC	8014467102	SHRED SERVICE	05/31/2026	186.02	
US BANK CREDIT CARD	100878	AMAZON.COM	111-0142623-6245030	POPUP POWER OUTLETS FOR CON	05/11/2026	139.98	526
US BANK CREDIT CARD	100878	AMAZON.COM	111-1445935-9021040	WIRELESS KEYBOARDS	05/04/2026	104.08	526
US BANK CREDIT CARD	100878	AMAZON.COM	111-5309264-4941831	OFFICE SUPPLIES	05/16/2026	7.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	111-7856911-2337050	OFFICE SUPPLIES	05/04/2026	39.96	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
US BANK CREDIT CARD	100878	AMAZON.COM	111-9248307-6379413	OFFICE SUPPLIES	05/18/2026	43.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	111-9928527-6408234	SUPPLIES - RECEIPT PAPER	05/11/2026	59.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-0884229-5476266	CARDSTOCK	05/21/2026	19.44	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-3037996-1978633	KIT SHELVING	05/04/2026	533.96	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-7012549-8724220	CARDSTOCK	05/21/2026	15.91	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-9219068-8345861	SUPPLIES	04/29/2026	65.42	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-9681228-1119426	CARDSTOCK	05/21/2026	17.37	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-9707388-1032246	AIR SCRUBBER FILTERS	05/19/2026	69.00	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	2714 51526	SHELVING SUPPLIES	05/15/2026	51.31	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	27344 50126	SHELVING HARDWARE	05/01/2026	97.98	526
US BANK CREDIT CARD	103298	LAKESHORE LEARNING	300045062	CHILDRENS AREA PLAYSPACE EQ	04/28/2026	2,527.70	526
US BANK CREDIT CARD	99427	MENARDS - BEAVER DAM	3455 50126	BRACKETS FOR SHELVING	05/01/2026	67.83	526
US BANK CREDIT CARD	100826	STAPLES	37057 51826	OFFICE SUPPLIES	05/18/2026	75.98	526
US BANK CREDIT CARD	100861	USPS	476 42926	POSTAGE	04/29/2026	156.00	526
US BANK CREDIT CARD	100474	FEDEX	5-180-21272	COURIER SERVICE	03/27/2026	16.68	426
US BANK CREDIT CARD	100854	FLEET FARM	6787 50126	SHELVING HARDWARE	05/01/2026	16.96	526
US BANK CREDIT CARD	100861	USPS	681 52026	MEDIA MAIL	05/20/2026	11.19	526
US BANK CREDIT CARD	100826	STAPLES	7680525642	OFFICE SUPPLIES	05/21/2026	68.15	526
US BANK CREDIT CARD	103931	KE HARDWARE	853971	CONFERENCE TABLE LEGS	05/11/2026	447.32	526
US BANK CREDIT CARD	100890	WALMART	9023 51526	SURGE PROTECTORS	05/15/2026	37.76	526
US BANK CREDIT CARD	103930	KEURIG	913232710	KEURIG FOR HOSPITALITY STATIO	05/04/2026	840.77	526
21-0961-530075 PROGRAMMING							
US BANK CREDIT CARD	100878	AMAZON.COM	113-2693135-2817060	PROGRAM SUPPLIES	05/19/2026	19.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-3554641-6170647	PROGRAM SUPPLIES	05/20/2026	163.90	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-6056405-3045821	PROGRAM SUPPLIES	05/19/2026	202.07	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-8649627-3629049	PROGRAM SUPPLIES	05/04/2026	17.99	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-9493339-3585014	PROGRAM SUPPLIES	05/15/2026	141.92	526
US BANK CREDIT CARD	103936	SP CONSTITUTION	45063 50126	PROGRAM SUPPLIES	05/01/2026	79.00	526
21-0961-530080 BOOKS & PUBLICATIONS							
CENGAGE LEARNING INC	99502	CENGAGE LEARNING INC / GALE	999102726700	LARGE PRINT	05/21/2026	138.40	
CENGAGE LEARNING INC	99502	CENGAGE LEARNING INC / GALE	999102741988	LARGE PRINT	05/26/2026	84.00	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	96897132	PRINT BOOKS	05/28/2026	13.59	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	96916219	PRINT BOOKS	05/29/2026	13.59	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	96950749	PRINT BOOKS	05/31/2026	19.79	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	96953220	PRINT BOOKS	06/01/2026	19.80	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97000381	PRINT BOOKS	06/02/2026	19.79	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97121004	PRINT BOOKS	06/08/2026	18.00	
MIDWEST TAPE	98611	MIDWEST TAPE	508397430	AV DVDS & PROCESSING	02/03/2026	36.80	
MIDWEST TAPE	98611	MIDWEST TAPE	508892881	AV DVDS & PROCESSING	05/21/2026	22.06	
MIDWEST TAPE	98611	MIDWEST TAPE	508922926	AV DVDS & PROCESSING	05/28/2026	1,285.58	
MIDWEST TAPE	98611	MIDWEST TAPE	508944316	HOOPLA DIGITAL INSTANT	05/31/2026	3,678.66	
OCLC INC	101833	OCLC INC	1000495520	DIGITAL CONTENT PPU	05/31/2026	47.11	
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535265	AUDIO PLAYAWAY	05/26/2026	280.20	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535343	AUDIO PLAYAWAY	05/26/2026	74.08	
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535351	AUDIO PLAYAWAY	05/26/2026	1,641.32	
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535385	AUDIO PLAYAWAY YOUTH	05/27/2026	1,347.99	
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535528	LAUNCHPADS - OTHER	05/28/2026	2,949.83	
PLAYAWAY PRODUCTS	103150	PLAYAWAY PRODUCTS	535544	AUDIO PLAYAWAY	05/28/2026	358.50	
US BANK CREDIT CARD	103605	NETFLIX	04CCF-DA0B2-5BD0	STREAMING SUBSCRIPTION	05/23/2026	28.47	526
US BANK CREDIT CARD	98869	USA TODAY	50626	NEWSPAPER SUBSCRIPTION	05/06/2026	44.00	526
US BANK CREDIT CARD	103606	DISNEY PLUS	89E90EA47C	STREAMING SUBSCRIPTION	05/23/2026	31.64	526
21-0961-530090 INTERNET							
US BANK CREDIT CARD	98655	SPECTRUM	171122401050126	VOICE/INTERNET	05/01/2026	1,200.00	526
US BANK CREDIT CARD	98655	SPECTRUM	255164501050126	INTERNET - 1701	05/01/2026	169.98	526
Total LIBRARY - COUNTY FUNDING:						65,847.77	
CIP PLAN PROJECTS							
40-0000-580301 MADISON ST - CHATHAM TO ROWELL							
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	2,408.60	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441912	WISDOT DESIGN REVIEW	06/01/2026	504.47	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441913	CONSTRUCTION	06/01/2026	13,408.64	
40-0000-580303 MADISON ST - CURIE TO CHATHAM							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29613	CONSTRUCTION ENGINEERING -	06/05/2026	1,527.19	
40-0000-580307 JUDSON - S SPRING TO S LINCOLN							
PTASCHINSKI CONSTRUCT	72064	PTASCHINSKI CONSTRUCTION IN	060526	CONSTRUCTION	06/05/2026	20,320.00	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441910	WISDOT DESIGN REVIEW - MADIS	06/01/2026	98.80	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441911	CONSTRUCTION	06/01/2026	504.91	
40-0000-580311 HOMETOWN PLAN PROJECTS							
PLUNKETT RAYSICH ARCH	103056	PLUNKETT RAYSICH ARCHITECTS	202606096	DOWNTOWN PLAZA STUDY	06/09/2026	1,364.80	
40-0000-580314 STH 33 SIGNAL RETROFIT							
TRAFFIC ANALYSIS & DESI	103610	TRAFFIC ANALYSIS & DESIGN INC	28306	ENGINEERING	05/31/2026	19,164.75	
Total CIP PLAN PROJECTS:						59,302.16	
PUBLIC WORKS MACHINERY							
40-0530-580024 REPLACE LARGE PLATFORM TRUCKS							
RIPON TRUCK REPAIR & E	102981	RIPON TRUCK REPAIR & EQUIPME	31727	#30 DUMP BODY	12/29/2026	39,872.79	
Total PUBLIC WORKS MACHINERY:						39,872.79	
PARKS							
40-0968-580036 SWAN PARK - SIDEWALKS							
WISCONSIN HISTORICAL S	99753	WISCONSIN HISTORICAL SOCIETY	245-0000001926	ARCHAEOLOGY SERVICES	05/28/2026	1,133.13	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total PARKS:						1,133.13	
TID #6 PROJECT COSTS							
46-0000-520130 PROFESSIONAL SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	RIVERS ROW CLOSEOUT	06/05/2026	900.85	
46-0000-580255 TOWER PARKING LOT IMPROV.							
RUEKERT & MIELKE INC	102642	RUEKERT & MIELKE INC	163960	ENGINEERING	06/03/2026	717.00	
Total TID #6 PROJECT COSTS:						1,617.85	
TID #7 PROJECT COSTS							
47-0000-520130 PROFESSIONAL SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28939	OPPIDAN WATER EVAL	05/19/2026	190.50	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29353	SWMP REVIEW - OPPIDAN	06/01/2026	466.24	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	OPPIDAN CSM	06/05/2026	6,534.68	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	TID #7 BOUNDARY DESCRIPTION	06/05/2026	576.00	
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	205388	LEGAL SERVICES	04/20/2026	5,490.50	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	6,317.00	526
Total TID #7 PROJECT COSTS:						19,574.92	
49-0000-520130 PROFESSIONAL SERVICES							
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	142.50	526
Total :						142.50	
TID #10 PROJECT COSTS							
50-0000-520130 PROFESSIONAL SERVICES							
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	205388	LEGAL SERVICES	04/20/2026	3,189.00	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	2,023.50	526
Total TID #10 PROJECT COSTS:						5,212.50	
SOLID WASTE MANAGEMENT							
61-1552-520046 LANDFILL L-T CARE							
UNITED SEPTIC & DRAIN S	99589	UNITED SEPTIC & DRAIN SERVICE	80377	HAUL LEACHATE	05/27/2026	540.00	
61-1552-520190 DISPOSAL CONTRACT							
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	U90000317290	TRASH SERVICE	04/19/2026	52,162.75	526
61-1552-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	V70000024641	TIRES	04/30/2026	408.00	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total SOLID WASTE MANAGEMENT:						53,110.75	
SOLID WASTE RECYCLING							
61-1553-520195 CONTRACT RECYCLABLES COLLECT							
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	U90000317290	RECYCLE SERVICE	04/19/2026	20,181.24	526
61-1553-530010 SUPPLIES & OTHER EXPENSES							
LANGE ENTERPRISES	51400	LANGE ENTERPRISES	95260	RECYCLE SIGNS	05/28/2026	146.79	
US BANK CREDIT CARD	98655	SPECTRUM	239261601050126	205 W SOUTH INTERNET	05/01/2026	149.99	526
Total SOLID WASTE RECYCLING:						20,478.02	
CUSTOMER RECORDS & COLLECTIONS							
61-0597-534010 BILLING, COLLECT. & ACCTG.							
PRIMADATA LLC	101402	PRIMADATA LLC	75254	UTILITY BILLS	05/29/2026	49.98	
Total CUSTOMER RECORDS & COLLECTIONS:						49.98	
62-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29537	CONSTRUCTION ENGINEERING -	06/05/2026	32,302.04	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29613	CONSTRUCTION ENGINEERING -	06/05/2026	471.84	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	2026 LSL BID/CONST	06/05/2026	2,644.28	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	GREEN VALLEY RD CSM	06/05/2026	1,080.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	BDMS UTILITY OBSERVATION	06/05/2026	497.00	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441914	CONSTRUCTION - MADISON ST	06/01/2026	232,231.73	
Total :						269,226.89	
ADMINISTRATION							
62-3400-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	42399	INTER-QUEST CORP.	106153	MONTHLY IT	05/01/2026	291.20	526
US BANK CREDIT CARD	100878	AMAZON.COM	113-9702498-7331450	OFFICE DESK	05/14/2026	229.98	526
US BANK CREDIT CARD	98655	SPECTRUM	171120901042126	INTERNET	05/05/2026	194.80	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	205388	LEGAL SERVICES	04/20/2026	142.50	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	1,995.00	526
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	207548	LEGAL SERVICES	05/15/2026	85.50	526
US BANK CREDIT CARD	100826	STAPLES	36076 50526	OFFICE SUPPLIES	05/05/2026	51.97	526
US BANK CREDIT CARD	100826	STAPLES	36749 51426	OFFICE SUPPLIES	05/14/2026	40.48	526
US BANK CREDIT CARD	100826	STAPLES	37441 52226	OFFICE SUPPLIES	05/22/2026	80.98	526
US BANK CREDIT CARD	100826	STAPLES	9937594916	COMPUTER, SUPPLIES	05/19/2026	1,139.38	526
US BANK CREDIT CARD	100826	STAPLES	9937594916CR	CREDIT (SALES TAX REMOVED)	05/21/2026	59.40-	526
VERIZON WIRELESS	99683	VERIZON WIRELESS	6144114592	CELL PHONES AND DATA	05/20/2026	718.83	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
62-3400-530130 MISC. EXPENSES							
US BANK CREDIT CARD	100861	USPS	510 50526	POSTAGE LSLR PROJECT	05/05/2026	156.00	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	5335968105	FIRST AID SUPPLIES	05/14/2026	244.16	526
US BANK CREDIT CARD	98762	WISCONSIN DNR	WS2ENV013510958	DNR WATER USE FEE - ANNUAL	05/22/2026	128.13	526
WESTPHAL	102861	WESTPHAL	80772	UTILITIES TRUCK DECALS	05/26/2026	257.50	
Total ADMINISTRATION:						5,697.01	
PLANT MAINTENANCE							
62-2487-530010 SUPPLIES & OTHER EXPENSES							
JENKINS LAWN CARE LLC	103616	JENKINS LAWN CARE LLC	1752	LAWN CARE	06/02/2026	820.00	
POWERSPORTS COMPANY	100074	POWERSPORTS COMPANY	99015082	MOWER, SUPPLIES	05/27/2026	1,608.00	
Total PLANT MAINTENANCE:						2,428.00	
OPERATIONS - LABOR & EXPENSE							
62-2288-530110 HEAT,LIGHT,POWER							
ALLIANT ENERGY/WP&L	3471	ALLIANT ENERGY/WP&L	06082026	Alliant 060826 ACH	06/08/2026	7,949.78	626
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	969550000 042426	GAS/ELECTRIC	04/24/2026	10,000.00	526
62-2488-530010 SUPPLIES & OTHER EXPENSES							
UNITED LIQUID WASTE RE	100247	UNITED LIQUID WASTE RECYCLIN	66940	LOADS LIME SLURRY/LAND	05/31/2026	6,802.28	
UNITED LIQUID WASTE RE	100247	UNITED LIQUID WASTE RECYCLIN	67168	LOADS LIME SLURRY/LAND	06/08/2026	4,761.59	
US BANK CREDIT CARD	94782	WI STATE LABORATORY OF HYGIE	841040	SPLIT FLUORIDE	04/30/2026	31.00	526
USA BLUEBOOK	88852	USA BLUEBOOK	INV01058043	LAB SUPPLIES	05/27/2026	723.46	
USA BLUEBOOK	88852	USA BLUEBOOK	INV01058327	LAB SUPPLIES	05/27/2026	352.44	
62-2488-530015 CHEMICALS							
AIR PRODUCTS AND CHEM	100759	AIR PRODUCTS AND CHEMICALS	435472280	CO2 - CHEMICAL	06/08/2026	6,750.57	
HAWKINS INC	35111	HAWKINS INC	7441084	FLUORIDE/CHLORINE	05/28/2026	2,211.47	
MISSISSIPPI LIME CO.	57488	MISSISSIPPI LIME CO.	CD205216	HYDRATED LIME	05/28/2026	8,776.42	
MISSISSIPPI LIME CO.	57488	MISSISSIPPI LIME CO.	CD207194	HYDRATED LIME	06/03/2026	8,813.02	
62-2888-530010 SUPPLIES & OTHER EXPENSES							
GRAINGER	98906	GRAINGER	9932987481	TOOLS	05/29/2026	204.13	
62-3288-530010 SUPPLIES & OTHER EXPENSES							
BADGER METER INC.	7512	BADGER METER INC.	80239325	BEACON FEE, CELL HOSTING	05/28/2026	524.79	
Total OPERATIONS - LABOR & EXPENSE:						57,900.95	
MAINTENANCE OF EQUIPMENT							
62-2289-530010 SUPPLIES & OTHER EXPENSES							
WATER WELL SOLUTIONS	101419	WATER WELL SOLUTIONS	261107	WELL MAINT	05/31/2026	24,250.00	
62-2489-530010 SUPPLIES & OTHER EXPENSES							
HAWKINS INC	35111	HAWKINS INC	7439630	VALVE, FITTINGS	05/28/2026	545.10	
US BANK CREDIT CARD	101768	EBAY	09-14672-17997	ELEC - BOOSTER PUMP	05/22/2026	340.11	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
62-2889-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	100878	AMAZON.COM	113-1328336-6020267	SUPPLIES - WATER DIST	05/21/2026	763.59	526
US BANK CREDIT CARD	101363	NORTHERN TOOL	26057677	TOOLS - WATER DISTRIBUTION	05/21/2026	785.99	526
Total MAINTENANCE OF EQUIPMENT:						26,684.79	
STORAGE & FACILITIES EXPENSE							
62-2891-530010 SUPPLIES & OTHER EXPENSES							
JF AHERN CO	2060	JF AHERN CO	820542	ANNUAL SPRINKLER INSPECTION	05/20/2026	585.00	
Total STORAGE & FACILITIES EXPENSE:						585.00	
MAINT OF MAINS							
62-2893-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Z108576	WATER MAIN PARTS	06/03/2026	8,535.50	
CORE & MAIN LP	101721	CORE & MAIN LP	Z108578	WATER MAIN PARTS	05/28/2026	1,420.59	
CORE & MAIN LP	101721	CORE & MAIN LP	Z131387	WATER MAIN PARTS	06/04/2026	1,243.17	
DIGGERS HOTLINE INC	18472	DIGGERS HOTLINE INC	260 5 17801	LOCATE NOTIFICATION	05/31/2026	83.64	
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	1,564.20	
LYCON INC	102870	LYCON INC	1183836-IN	LINCOLN	06/07/2026	884.47	
Total MAINT OF MAINS:						13,731.57	
MAINT OF SERVICES							
62-2894-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Y837944	WATER SERVICE PARTS	04/10/2026	766.84	
CORE & MAIN LP	101721	CORE & MAIN LP	Z108576	WATER SERVICE PARTS	06/03/2026	369.00	
CORE & MAIN LP	101721	CORE & MAIN LP	Z131387	WATER MAIN PARTS	06/04/2026	4,219.85	
DIGGERS HOTLINE INC	18472	DIGGERS HOTLINE INC	260 5 17801	LOCATE NOTIFICATION	05/31/2026	83.64	
FERGUSON WATERWORKS	100101	FERGUSON WATERWORKS#1476	0472239-1	WATER SERVICE PARTS	05/27/2026	1,312.00	
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	1,564.20	
WHITE PLUMBING LLC	102770	WHITE PLUMBING LLC	9056	WATER SERVICE, E MAPLE	05/26/2026	1,225.85	
WHITE PLUMBING LLC	102770	WHITE PLUMBING LLC	9131	WATER SERVICE, S LINCOLN	06/02/2026	857.50	
Total MAINT OF SERVICES:						10,398.88	
MAINT OF HYDRANTS							
62-2896-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Z108576	HYDRANTS	06/03/2026	14,687.24	
Total MAINT OF HYDRANTS:						14,687.24	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
CUSTOMER RECORDS & COLLECTIONS							
62-3297-530010 SUPPLIES & OTHER EXPENSES							
PRIMADATA LLC	101402	PRIMADATA LLC	75254	UTILITY BILLS	05/29/2026	199.92	
Total CUSTOMER RECORDS & COLLECTIONS:						199.92	
CLEARING ACCOUNTS							
62-3498-530010 SUPPLIES & OTHER EXPENSES							
MACQUEEN EQUIPMENT	101391	MACQUEEN EQUIPMENT	W09447	VACTOR/JETTER MAINT	05/29/2026	1,866.14	
US BANK CREDIT CARD	100878	AMAZON.COM	114-2487254-3382608	SUPPLIES - VEH MAINT	05/19/2026	26.99	526
US BANK CREDIT CARD	102490	ETRAILER CORPORATION	124742921	TRAILER HITCH KIT	05/21/2026	261.99	526
Total CLEARING ACCOUNTS:						2,155.12	
63-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29537	CONSTRUCTION ENGINEERING -	06/05/2026	23,169.53	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29613	CONSTRUCTION ENGINEERING -	06/05/2026	649.73	
WIS DEPT OF TRANSPORTA	94800	WIS DEPT OF TRANSPORTATION	395-0000441914	CONSTRUCTION - MADISON ST	06/01/2026	319,528.02	
Total :						343,347.28	
ADMINISTRATION							
63-3400-520045 ENGINEERING SERVICES							
STRAND ASSOCIATES	100664	STRAND ASSOCIATES	237002	ENGINEERING, FOG PROGRAM	04/13/2026	1,328.00	
63-3400-520055 LEGAL SERVICES							
US BANK CREDIT CARD	99845	STAFFORD ROSENBAUM LLP	205388	LEGAL SERVICES	04/20/2026	228.00	526
63-3400-520200 CDL DRUG SCREENING							
MCHS OCCUPATIONAL HE	103055	MCHS OCCUPATIONAL HEALTH	3764-53721	CDL TESTING	05/28/2026	185.00	
63-3400-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	98655	SPECTRUM	171125601042126	INTERNET	04/21/2026	119.99	526
US BANK CREDIT CARD	98655	SPECTRUM	7307 4836	INTERNET	04/17/2026	95.27	526
63-3400-530130 MISC. EXPENSES							
KLUG, JEREMY	100565	KLUG, JEREMY	053126 EXPENSE	MILEAGE, PERSONAL VEHICLE	05/31/2026	282.03	
US BANK CREDIT CARD	103819	PAPA JOHN'S	13830 42926	LUNCH - TRAINING	04/29/2026	128.51	526
US BANK CREDIT CARD	101680	CSWEA	1475-3627	SEMINAR, CONT EDUC	05/20/2026	225.00	526
US BANK CREDIT CARD	103769	AMAZON WEB SERVICES	2610759905	SEWER VIDEO STORAGE	05/01/2026	11.96	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	5335968103	FIRST AID SUPPLIES	05/14/2026	119.32	526
US BANK CREDIT CARD	102892	ACTION FLAG CO	AF4972	AMERICAN FLAGS	05/21/2026	102.44	526
Total ADMINISTRATION:						2,825.52	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
GENERAL							
63-2600-530010 SUPPLIES & OTHER EXPENSES							
NCL OF WISCONSIN INC.	59615	NCL OF WISCONSIN INC.	536003	LAB SUPPLIES	05/20/2026	282.37	
US BANK CREDIT CARD	99313	CINTAS CORPORATION	4266886645	UNIFORMS/CLEANING SERVICE	04/22/2026	588.43	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	4267632359	UNIFORM/CLEANING SERVICE	04/29/2026	173.74	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	4268312404	UNIFORMS/CLEANING SERVICE	05/06/2026	338.01	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	4269061097	UNIFORMS/CLEANING SERVICE	05/13/2026	148.99	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	4269815243	UNIFORMS/CLEANING SERVICE	05/20/2026	550.08	526
US BANK CREDIT CARD	99313	CINTAS CORPORATION	9356485795	UNIFORMS/CLEANING SERVICE	01/23/2026	53.05	526
US BANK CREDIT CARD	102520	GFL ENVIRONMENTAL	U90000314831	GARBAGE, RECYCLING	04/19/2026	1,355.54	526
63-2600-530016 CHLORINE							
HAWKINS INC	35111	HAWKINS INC	7441077	CHLORINE/SO2	05/28/2026	4,301.70	
63-2600-530018 OTHER CHEMICALS FOR SEW. TREAT							
NEO WATER TREATMENT	102503	NEO WATER TREATMENT LLC	IN001460	NEO - PHOS TREATMENT	05/12/2026	39,946.60	
63-2600-530019 CONTRACT SLUDGE HAULING							
RECHEK EXCAVATING LLC	102345	RECHEK EXCAVATING LLC	1822	HAULING	05/21/2026	1,762.50	
63-2600-530110 HEAT,LIGHT,POWER & WATER							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	376466294 042326	GAS/ELECTRIC	04/23/2026	41.20	526
63-2600-530112 LIFT STATIONS							
JENKINS LAWN CARE LLC	103616	JENKINS LAWN CARE LLC	1752	LAWN CARE	06/02/2026	80.00	
63-2600-530113 HIGH STRENGTH PRE-TREATMENT							
CRANE ENGINEERING	16010	CRANE ENGINEERING	512298-00	DAF FEED PUMP MAINT	05/29/2026	3,574.66	
CRANE ENGINEERING	16010	CRANE ENGINEERING	515371-00	DAF FEED PUMP MAINT	05/29/2026	1,734.00	
Total GENERAL:						54,930.87	
PLANT MAINTENANCE							
63-3087-530010 SUPPLIES & OTHER EXPENSES							
MARTENS ACE HARDWAR	102252	MARTENS ACE HARDWARE	251312	MISC TOOLS	05/27/2026	39.93	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	96106	SUPPLIES, TOOLS	05/26/2026	473.19	
SHARKEY'S CLEANING IN	78293	SHARKEY'S CLEANING INC.	37435	JANITORIAL SERVICES	05/31/2026	360.00	
US BANK CREDIT CARD	100878	AMAZON.COM	114-0239381-4793011	MISC SUPPLIES	05/20/2026	26.49	526
US BANK CREDIT CARD	100878	AMAZON.COM	114-8702137-2405836	PLUMBING SUPPLIES	04/27/2026	130.14	526
US BANK CREDIT CARD	100878	AMAZON.COM	114-9839182-6476261	MISC SUPPLIES	04/27/2026	11.99	526
Total PLANT MAINTENANCE:						1,041.74	
MAINTENANCE OF EQUIPMENT							
63-3089-530010 SUPPLIES & OTHER EXPENSES							
HAWKINS INC	35111	HAWKINS INC	7439628	VALVE REPAIR	05/28/2026	25.00	
HUPF'S REPAIR CENTER	38290	HUPF'S REPAIR CENTER	66591	HOSE, FITTINGS	05/08/2026	95.01	
US BANK CREDIT CARD	100878	AMAZON.COM	114-2822539-0709810	SPREADER MAINT	05/20/2026	13.99	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
63-3089-533000 DATA PROCESSING SERVICE & EXP.							
US BANK CREDIT CARD	100878	AMAZON.COM	114-4020686-8190627	UPS, SURGE PROTECTION	05/18/2026	779.85	526
Total MAINTENANCE OF EQUIPMENT:						913.85	
MAINT OF MAINS							
63-3093-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Z108576	SAN SEWER / LATERAL SUPPLIES	06/03/2026	343.00	
DIGGERS HOTLINE INC	18472	DIGGERS HOTLINE INC	260 5 17801	LOCATE NOTIFICATION	05/31/2026	83.64	
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	1,166.04	
HUPF'S PLUMBING & SERVI	101100	HUPF'S PLUMBING & SERVICE LLC	5538	SAN LAT TELEVISING	06/01/2026	450.00	
RECHEK EXCAVATING LLC	102345	RECHEK EXCAVATING LLC	1822	SANITARY LAT, MARY ST	05/21/2026	2,212.50	
WHITE PLUMBING LLC	102770	WHITE PLUMBING LLC	9057	SAN LAT, CARROLL ST	05/26/2026	2,493.50	
WHITE PLUMBING LLC	102770	WHITE PLUMBING LLC	9129	SAN LAT, WINN TERR	06/02/2026	1,696.75	
Total MAINT OF MAINS:						8,445.43	
CUSTOMER RECORDS & COLLECTIONS							
63-3297-534010 BILLING, COLLECT. & ACCTG.							
PRIMADATA LLC	101402	PRIMADATA LLC	75254	UTILITY BILLS	05/29/2026	299.88	
Total CUSTOMER RECORDS & COLLECTIONS:						299.88	
64-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29613	CONSTRUCTION ENGINEERING -	06/05/2026	180.24	
Total :						180.24	
STREET REPAIR							
64-0536-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	100878	AMAZON.COM	111-3923351-2742609	GRADE ROD	04/27/2026	199.49	526
64-0536-530025 GRAVEL							
MICHELS ROAD & STONE	102807	MICHELS ROAD & STONE	5999	RIPRAP, STONE	05/23/2026	820.48	
Total STREET REPAIR:						1,019.97	
STREET CLEANING							
64-0540-530010 SUPPLIES & OTHER EXPENSES							
US BANK CREDIT CARD	100878	AMAZON.COM	111-1505881-3395449	SWEEPER BATTERIES	05/21/2026	3.69	526
US BANK CREDIT CARD	103433	COLUMN SOFTWARE PBC	XAAKAEAE-0002	GRASS IN STREET NOTICE	05/06/2026	58.60	526

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total STREET CLEANING:						62.29	
STORM SEWER MAINTENANCE							
64-0547-530010 SUPPLIES & OTHER EXPENSES							
DIGGERS HOTLINE INC	18472	DIGGERS HOTLINE INC	260 5 17801	LOCATE NOTIFICATION	05/31/2026	83.64	
GLS UTILITY LLC	99561	GLS UTILITY LLC	17911	LOCATES	05/31/2026	1,990.80	
US BANK CREDIT CARD	99683	VERIZON WIRELESS	6140966143	TABLET	04/12/2026	40.01	526
Total STORM SEWER MAINTENANCE:						2,114.45	
ENGINEERING							
64-0553-520045 PROFESSIONAL SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29163	GIS SERVICES	05/26/2026	237.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29353	SWMP REVIEW - BDMS	06/01/2026	2,235.48	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29353	SWMP REVIEW - LINCOLN ELEM	06/01/2026	748.94	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29353	SWMP REVIEW - PRAIRIE VIEW ELE	06/01/2026	805.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29353	SWMP REVIEW - MONARCH LAKE	06/01/2026	604.50	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	29616	UNPS CONSTRUCTION GRANT AP	06/05/2026	1,131.00	
Total ENGINEERING:						5,761.92	
CUSTOMER RECORDS & COLLECTIONS							
64-0597-534010 BILLING, COLLECT. & ACCTG.							
PRIMADATA LLC	101402	PRIMADATA LLC	75254	UTILITY BILLS	05/29/2026	74.97	
Total CUSTOMER RECORDS & COLLECTIONS:						74.97	
STORM WATER GENERAL							
64-0599-530110 HEAT,LIGHT,POWER & WATER							
US BANK CREDIT CARD	3471	ALLIANT ENERGY/WP&L	113610000 50126	ELECTRIC SERVICE	05/01/2026	1,880.60	526
Total STORM WATER GENERAL:						1,880.60	
TRANSIT SERVICE EXPENSES							
65-0000-520040 TRANSIT SERVICE CONTRACT							
RUNNING INC	100723	RUNNING INC	33318	SHARED RIDE TAXI SERVICE	06/09/2026	69,686.01	
Total TRANSIT SERVICE EXPENSES:						69,686.01	
DENTAL							
70-0000-519300 DENTAL INSURANCE EXPENSE							
DELTA DENTAL OF WISCO	102806	DELTA DENTAL OF WISCONSIN	2563399	PREFUND SELF-FUNDED DENTAL	05/31/2026	9,859.34	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total DENTAL:						9,859.34	
Grand Totals:						1,695,410.41	

TO THE COMMON COUNCIL OF THE CITY OF BEAVER DAM:

I submit the attached listing of invoices for your approval.

Kayla Larson
Finance Director

Finance Report

In an effort to streamline the size of your committee packets, I will be providing the links to the budget reports available on the City's website rather than including full reports within the packet. These reports remain accessible at any time for your review and reference.

Budget Detail by Department

This report provides a financial summary for the City of Beaver Dam's General Fund, comparing actual year-to-date expenditures against the budgeted amounts across city departments and functional areas.

https://www.ci.beaverdam.wi.gov/Archive.aspx?AMID=39

Capital Improvement Plan Budget

This report provides a financial summary for the City's Capital Improvements Fund, showing actual year-to-date expenditures compared to budgeted amounts for capital improvements, equipment purchases and major infrastructure projects.

https://www.ci.beaverdam.wi.gov/Archive.aspx?AMID=40

Council Budget Summary Report

This summary level report presents an overview of the City's General Fund revenues and expenditures, consolidating financial activity across city departments into a single summary for review.

https://www.ci.beaverdam.wi.gov/Archive.aspx?AMID=41

A debt summary is attached, along with other relevant financial information that may arise throughout the year. Please don't hesitate to reach out if you have any questions or would like additional detail on any report.

Kayla Larson, Finance Director

City of Beaver Dam
205 S Lincoln Ave.
Beaver Dam, WI 53916
(920) 356-2540

Month:	Jun
Year:	2026

Summary of Debt Service

General Fund	Principal	Interest	Total
Current Year Debt Service	3,635,000	1,103,006	4,738,006
Payments to Date	3,635,000	1,103,006	4,738,006
Payments Remaining	-	-	-
Beginning-of-Year Debt	32,706,746	7,014,163	39,720,909
Debt Paid	3,635,000	1,103,006	4,738,006
Debt Added	2,700,000	1,365,291	4,065,291
Total Debt	31,771,746	7,276,449	39,048,194

TID Funds	Principal	Interest	Total
Current Year Debt Service	475,000	190,464	665,464
Payments to Date	475,000	190,464	665,464
Payments Remaining	-	-	-
Beginning-of-Year Debt	6,545,000	1,299,951	7,844,951
Debt Paid	475,000	190,464	665,464
Debt Added	-	-	-
Total Debt	6,070,000	1,109,487	7,179,487

Stormwater Fund	Principal	Interest	Total
Current Year Debt Service	600,000	146,071	746,071
Payments to Date	600,000	146,071	746,071
Payments Remaining	-	-	-
Beginning-of-Year Debt	4,245,000	943,690	5,188,690
Debt Paid	600,000	146,071	746,071
Debt Added	-	-	-
Total Debt	3,645,000	797,619	4,442,619

Water Fund	Principal	Interest	Total
Current Year Debt Service	160,000	78,497	238,497
Payments to Date	160,000	78,497	238,497
Payments Remaining	-	-	-
Beginning-of-Year Debt	1,855,000	723,320	2,578,320
Debt Paid	160,000	78,497	238,497
Debt Added	310,000	91,076	401,076
Total Debt	2,005,000	735,900	2,740,900

Wastewater Fund	Principal	Interest	Total
Current Year Debt Service	320,000	126,324	446,324
Payments to Date	320,000	126,324	446,324
Payments Remaining	-	-	-
Beginning-of-Year Debt	2,855,000	921,998	3,776,998
Debt Paid	320,000	126,324	446,324
Debt Added	1,895,000	956,600	2,851,600
Total Debt	4,430,000	1,752,274	6,182,274

Total City Debt (Including TID & Utilities)	59,593,474
Total TID & Utility Debt	20,545,280

RESOLUTION NO. 48-2026

A RESOLUTION TO APPROVE A TEMPORARY CLASS “B” LICENSE TO BEST DAM FEST FOR BEAVERFEST ON JULY 11, 2026

BE IT HEREBY RESOLVED, that the following organization be granted a Special Class "B" License for the sale of Fermented Malt Beverages and Wine for:

No. 3	Best Dam Fest Tahoe Park July 11, 2026 Noon – 10:30 p.m.

Presented by the Administrative Committee

By a vote of________ in favor, __________ opposed, and ______ abstain.

Approved: June 15, 2026

____

Roberta Marck
Mayor

Attested: June 15, 2026

____

Tracey M. Ferron
City Clerk

(Subject To Committee Approval)

RESOLUTION NO. 49-2026

A RESOLUTION GRANTING CLASS "A" LICENSES IN THE CITY OF BEAVER DAM

RESOLVED, by the Common Council of the City of Beaver Dam, Wisconsin, that the following applicants be granted a Class "A" License for the sale of Fermented Malt Beverages for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. Aldi Inc. (Kevin Sloan) Agent	1733 North Spring Street
2. Beaver Dam Mart (Basu Joshi) Agent	700 North Spring Street
3. Beaver Dam Mobil, LLC (Gurinderdeep Dhillion) Agent	201 South Spring Street
4. Beaver Dam Travel Mart, LLC (Gurinderdeep Dhillion) Agent	821 Park Avenue
5. Casey's Marketing Company (Richard Terhardt) Agent	906 North University Street
6. Dolgencorp, LLC (Emmanuel Agyemang) Agent	100 County Road G
7. Fleet Farm Group, LLC (Christopher Streekstra) Agent	1815 North Spring Street
8. Fox Bros. Piggly Wiggly, Inc. (Michael Olwig) Agent	810 Park Avenue
9. HG Hair Collective, LLC (Natalie Holy) Agent	201 Gateway Plaza, Suite 100
10. Key West Tanning Salon (Lisa Schwarzenbacher-Harper) Agent	1190 DeClark Street
11. Kwik Trip, Inc. (Mariah Sewell) Agent	2006 North Spring Street
12. Kwik Trip, Inc. (Linda Johnson) Agent	1504 North Center Street
13. Kwik Trip, Inc. (Brian Stegner) Agent	1201 Madison Street
14. Malibu Tan & Spa, LLC (Diana Cristea-Rist) Agent	709 North Spring Street
15. The Market at Beaver Dam, LLC (David Oviedo) Agent	609 North Spring Street
16. Sofia Mart, LLC (Bishal Adhikari) Agent	1516 North Spring Street
17. Universal Petroleum, LLC (Gurinderdeep Dhillon) Agent	817 Park Avenue
18. Walgreen Co. (Katie Ireland) Agent	607 Park Avenue
19. Wal-Mart Stores East, LP (Megan Ward) Agent	120 Frances Lane
20. Wildo Corporation (David Block) Agent	1644 North Spring Street
21. Wonder Nails (Marvin T. Pham) Owner	820 Park Avenue

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 50-2026

A RESOLUTION GRANTING CLASS "A"/ CLASS "A" LICENSES IN THE CITY OF BEAVER DAM

RESOLVED, by the Common Council of the City of Beaver Dam, Wisconsin, that the following applicants be granted a Class "A"/Class "A" License for the sale of Intoxicating Liquors and Fermented Malt Beverages for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. Aldi Inc. (Kevin Sloan) Agent	1733 North Spring Street
2. Chill Zone (Roy Stibb) Agent	801 Park Avenue
3. Fox Bros. Piggly Wiggly (Michael Olwig) Agent	810 Park Avenue
4. The Market at Beaver Dam, LLC (David Oviedo) Agent	609 North Spring Street
5. Sabi Mart, LLC (Bishal Adhikari) Agent	1300 North Spring Street

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 51-2026

A RESOLUTION GRANTING CLASS "B" LICENSES IN THE CITY OF BEAVER DAM

RESOLVED, by the Common Council of the City of Beaver Dam, Wisconsin, that the following applicants be granted a Class "B" License for the sale of Fermented Malt Beverages for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. 1934 Event Center, LLC (Christine Kline) Agent	198 West Street
2. BASS, Inc. (Sabina Adhikari) Agent	1516 North Spring Street
3. Dam Foodies, LLC (Jeffrey Davidson) Agent	120 North Spring Street
4. BD3D Productions, LLC (Omar Zaldana) Agent	405 South Spring Street
5. El Compa Mexican-American Grocery, Inc. (Sharon Espinosa-Aguayo) Agent	110 Ryan Cantafio Way
6. Lupitas Market, Inc. (Meinardo Enriquez) Agent	1307 North Center Street
7. Qing C. Yang	106 Frances Lane
8. Sake House Beaver Dam, LLC (Sammi Zheng) Agent	820 Park Avenue
9. Bhuwani, LLC (Bishal Adhikari) Agent	1300 North Spring Street

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 52-2026

A RESOLUTION GRANTING CLASS "B"/ CLASS "B" LICENSES IN THE CITY OF BEAVER DAM

RESOLVED, by the Common Council of the City of Beaver Dam, Wisconsin, that the following applicants be granted a Class "B"/Class "B" License for the sale of Intoxicating Liquors and Fermented Malt Beverages for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. Kwong Ming Lam	150 Front Street
2. Bonnie L. Pullam	227 Front Street
3. Christos & Katina Stravropolus	223 Front Street
4. Bryan L. Wheeler	1305 North Center Street
5. Beaver Dam 3829, Inc (Walter Salaverria) Agent	1738 North Spring Street
6. Beaver Dam Area Community Theatre (David Saniter) Agent	117 West Maple Avenue
7. Beaver Dam Bowling Center, LLC (Robert Bloxham) Agent	1660 North Spring Street
8. Beaver Dam Hotel Associates, LLC (Elizabeth Woyt) Agent	311 Seippel Boulevard
9. Benvenuto's, Inc (Chad Webster) Agent	831 Park Avenue
10. Chapel of the Archangels, LLC (Jimmie Walker) Agent	839 Madison Street
11. Charlie Brown's Holdings, LLC (Tana Sloan Bartsch) Agent	1019 North Spring Street
12. Dam Foodies, LLC (William Schwartz) Agent	300 & 302 South Spring Street
13. Dam Tavern, LLC (Vicki Schultz) Agent	436 Madison Street
14. DBW Thirsty Beaver, LLC (Dustin & Rebecca Ward) Agent	500 Madison Street
15. DMN Hospitality, LLC (David Patel) Agent	815 Park Avenue
16. Dragons Den Lounge, LLC (Randall Frank) Agent	126 North Spring Street
17. G and H of Beaver Dam, Inc (Phillip Gradel) Agent	112 North Spring Street
18. John E. Miller American Legion Post 146 (Diane Howland) Agent	300 Beichl Avenue
19. JP2, LLC (Amanda Hammen) Agent	519 Madison Street
20. Milia GR, Corp. (Peter Katris) Agent	1105 North Spring Street
21. MND Hospitality, LLC (Mitch Patel) Agent	325 Seippel Boulevard
22. Morry's Bar, LLC (Carole Garczynski) Agent	430 Madison Street
23. Our House 2 (John & Sheila Steen) Agent	400 South Center Street
24. Palanque, LLC (Beronica Cerrillo de Castellano) Agent	210 South Spring Street
25. PASC, LLC (Blerim Jonuzi) Agent	709 Park Avenue
26. Restaurant Corp, LLC (Burim Saliu) Agent	827 Park Avenue
27. Storm Enterprises, LLC (Kyle Storm) Agent	208 Front Street
28. T & A Unlimited, LLC (Anthony Sauer) Agent	825 Madison Street
29. The Turnover Bar & Grill	103 Front Street
30. Vista Plaza, LLC (Diana Cristea Rist) Agent	1626 North Spring Street
31. Voelker's Steak House, LLC (Ruth Voelker) Agent	415 East South Street

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 53-2026

A RESOLUTION GRANTING CLASS "C" LICENSES IN THE CITY OF BEAVER DAM

RESOLVED, by the Common Council of the City of Beaver Dam, Wisconsin, that the following applicants be granted a Class "C" License for the sale of Intoxicating Liquors (Wine) for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. 1934 Event Center, LLC (Christine Kline) Agent	198 West Street
2. Art on the Town, WI, LLC (Kris Schumacher-Rassmussen) Agent	127 Front Street
3. BD3D Productions, LLC (Omar Zaldana) Agent	405 South Spring Street
4. Dam Foodies, LLC (Jeffrey Davidson) Agent	120 North Spring Street
5. El Compa Mexican-American Grocery, Inc (Sharon Espinosa Aguayo) Agent	110 Ryan Cantafio Way
6. Sake House Beaver Dam, LLC (Sammi Zheng) Agent	820 Park Avenue

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 54-2026

A RESOLUTION GRANTING TAVERN DANCE LICENSES IN THE CITY OF BEAVER DAM

BE IT HEREBY RESOLVED that the following applicant be granted a Tavern Dance License under the provisions of Section 6.2 of the Municipal Code for the year beginning July 1, 2026, and ending June 30, 2027:

No.(s)	
1. Chapel of the Archangels	839 Madison Street
2. Charlie Brown's	1019 N. Spring Street
3. Cocktails Bar & Grill	1305 N. Center Street
4. The Dam Tavern	436 Madison Street
5. Dragons Den Lounge	126 S. Spring Street
6. Johnny's Lounge	519 Madison Street
7. Morry's Bar	430 Madison Street
8. Ooga Brewing	301 S. Spring Street
9. Riverfront Wine Bar	227 Front Street
10. Sauer's Old Fashion Pub & Grill	825 Madison Street
11. Stooges Sports Bar	112 N. Spring Street
12. Stormy's	208 Front Street
13. Thirsty Beaver	500 Madison Street
14. Tower Lanes	1660 N. Spring Street
15. Veteran's Center	300 Beichl Avenue

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 55-2026

A RESOLUTION GRANTING A SECONDHAND DEALER LICENSE RENEWALS

BE IT HEREBY RESOLVED that the following applicants be granted a Secondhand Dealer License under the provisions of the Municipal Code of the City of Beaver Dam, specifically Section 42-224 which adopts State Statue Section 134.71 for the year beginning July 1, 2026, and ending June 30, 2027:

No. 1 Jacob A. Bartz
(d/b/a Jake's Buy It All)
108 South Center Street

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

RESOLUTION NO. 56-2026

A RESOLUTION GRANTING A TAXI CAB LICENSE TO RUNNING, INC. (D/B/A BEAVER DAM PUBLIC TRANSIT)

BE IT HEREBY RESOLVED, that the following applicants be granted a Taxi-cab License for the year beginning July 1, 2026, and ending June 30, 2027:

No. 1	Running Inc. (d/b/a Beaver Dam Public Transit)	Thirteen (13) Taxi Cabs

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Roberta Marck
Mayor

Attested: June 15, 2026

____
Tracey M Ferron
City Clerk

(Subject to Committee Approval)

City of Beaver Dam, Wisconsin
Office of the Director of Finance

June 10, 2026

Committee Chair, Zach Zopp &
Administrative Committee

SUBJECT: Delinquent Miscellaneous Accounts Receivable

The Finance Department requests that the attached list of accounts receivable accounts be charged off as uncollectible accounts. Internal collection efforts have been made over the past 4 to 6 months and no further collection is foreseen. These accounts, if approved, would be directed to Bonded Collectors for further collection efforts.

Kayla Larson, Finance Director

City of Beaver Dam
klarson@ci.beaverdam.wi.gov
(920) 356-2540

RESOLUTION NO. 60-2026

A RESOLUTION CHARGING OFF DELINQUENT MISCELLANEOUS ACCOUNTS RECEIVABLE

WHEREAS, certain miscellaneous accounts receivable of the City of Beaver Dam have become delinquent and are considered uncollectible for financial reporting purposes;

NOW THEREFORE BE IT RESOLVED, the Common Council of the City of Beaver Dam, Wisconsin, hereby charges off the delinquent miscellaneous accounts receivable identified in Exhibit A, attached hereto, totaling $1,873.00, from the City's accounting records.

BE IT FURTHER RESOLVED, that such charge-off is for accounting and financial reporting purposes only and shall not constitute a forgiveness, release, or waiver of the City's right to pursue collection of the amounts owed.

BE IT FURTHER RESOLVED, that the accounts listed on Exhibit A may be referred to a collection agency or the City Attorney's office, as appropriate, for further collection efforts.

Presented by the Administrative Committee

By a vote of: _______ in favor, _______opposed, and _______ abstain.

Approved: June 15, 2026

____
Bobbi Marck
Mayor

Attested: June 15, 2026

____
Tracey M. Ferron
City Clerk

(Subject to Committee Approval)

Exhibit A

SCHEDULE OF DELINQUENT UNCOLLECTIBLE ACCOUNTS RECEIVABLE

TO: TRACEY FERRON
FROM: KAYLA LARSON
DATE: 6/10/2026
SUBJECT: DELINQUENT RECEIVABLE ACCOUNTS

AMOUNTS DUE EXCEEDING $25 WILL BE SENT TO BONDED COLLECTORS

ACCOUNT	NAME	INVOICE	DATE	AMOUNT	DESCRIPTION
4394	STONE TERRACE ASSISTED LIVING	23441	10/22/25	$ 283.75	Service Call 10/8/25
1805	ARCADIA ASSITED LIVING	MULTI	MULTI	$ 529.25	Service Calls 12/15/25 and 1/14/26
3613	BEAVER DAM HEALTH CARE CENTER	MULTI	MULTI	$ 795.00	Service Call (3 visits) 1/1/26
1769	SYLVAN CROSSINGS	23605	1/21/2026	$ 265.00	Service Call 1/14/26
			Total	$ 1,873.00	

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
The City of Beaver Dam hired a Human Resource Specialist in January of 2026. One responsibility of this position is to manage our benefits program for city employees. This resolution proposes that the City add income continuation insurance from the Wisconsin Employee Trust Fund to the list of benefits offered by the City of Beaver Dam. This insurance policy is currently on and has been on a premium holiday for several years and could be added to the City's list of benefits at no cost to the employee or the city.

Considerations:
Employees currently have the option of purchasing other insurance continuation coverage at their cost.

Does this item have a financial or budget impact?
No
There is no impact at this time; however it is not expected that the premium holiday will continue forever. The City should reevaluate insurance premium costs once they are assigned and the premium holiday sunsets.

Recommendation:
The City Administrator recommends that the City of Beaver Dam authorize application and implementation for calendar year 2027 and continue to offer the insurance policy so long as it continues on a premium holiday. The City should reevaluate the insurance option once the premium holiday sunsets.

Attachments:
1. 07.00.00 Res. ICI Insurance
2. Income Continuation Insurance Employee Info - ET 2129

RESOLUTION XX-2026

APPLYING FOR INCLUSION UNDER THE WISCONSIN INCOME CONTINUATION INSURANCE PLAN

WHEREAS, the Beaver Dam Common Council offers a series of benefits offered by the Wisconsin Employee Trust Fund (ETF) to the city employees; and

WHEREAS, the Employee Trust Fund offers an Income Continuation Insurance Plan to governmental entities participating in the Wisconsin Retirement System; and

WHEREAS, the Income Continuation Insurance benefit is a voluntary "income replacement" benefit payable if an enrolled participant becomes disabled; and

WHEREAS, the Income Continuation Insurance benefit will provide up to 75% of the employees average monthly earnings, up to a maximum of $120,000 per year until employee is no longer disabled or until they reach the age of sixty-five;

WHEREAS, the Income Continuation Insurance plan does cost the employer a minimum contribution, however; due to the success of the insurance program, the plan is currently on a premium holiday and has been on a premium holiday for many years.

NOW, THEREFORE, BE IT RESOLVED that the Beaver Dam Common Council does hereby authorize the City Administrator and Human Resources Specialist to proceed with an application to enroll the City of Beaver Dam in the Income Continuation Plan and to proceed with implementation as of January 1, 2027.

BE IT FURTHER RESOLVED, that the City Administrator is hereby further directed to alert the Common Council should the Wisconsin Employee Trust Fund decide to conclude the premium holiday.

By a vote of: ______ in favor, _______opposed, and _____ abstain.

Approved: July 6, 2026

____
Roberta Marck
Mayor

Attested: July 6, 2026

____
Tracey M. Ferron
City Clerk

Wisconsin Local Government Employees

INCOME CONTINUATION INSURANCE

Wisconsin Retirement System

ET-2129 (12/26/2025)

Table of Contents

Local Government Employees

ETF has made every effort to ensure that this brochure is current and accurate. However, changes in the law or processes since the last revision to this brochure may mean that some details are not current. Visit etf.wi.gov to view the most current version of this document. Contact ETF if you have any questions about a particular topic in this brochure.

ETF complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity in the provision of programs, services or employment. For more information, see ETF's *Nondiscrimination and Language Access* (ET-8108) available at etf.wi.gov. To request this information in another format, call 1-877-533-5020 (toll free). We will try to find another way to get the information to you in a usable form.

What is an Income Continuation Insurance (ICI) Benefit?

The Income Continuation Insurance (ICI) benefit is a voluntary "income replacement" benefit payable if you become disabled. This insurance is available to all local government employees whose employers have elected to participate. The ICI program is authorized by Wisconsin Statute § 40.62 and is funded by premium contributions. ETF contracts with an external company (the plan administrator) to issue eligibility determinations and process individual claims. See the *Contact Us* section for their information.

ICI benefits provide **up to 75% of your average monthly earnings** based on your previous calendar year earnings rounded to the next highest $1,000 and divided by 12. For newly hired employees, your estimated annual earnings are rounded to the next highest $1,000 and divided by 12. Earnings up to a maximum of $120,000 per year are covered. The maximum benefit is $7,500 per month.

ICI provides replacement income for short- and long-term disabilities. The benefit usually lasts until you are no longer disabled or you reach age 65 (with some exceptions), whichever is sooner.

Note: Please see page 3 for information on benefit durations for pregnancies.

Before the benefit starts, you must serve an elimination period (also called a waiting period; see the *Definitions* section). You may select an elimination period of up to 180 days. *You must be completely off work during this time.*

ICI benefits will not duplicate benefits available from other Wisconsin Retirement System (WRS) programs, the Social Security Administration, workers' compensation, unemployment compensation or certain other sources. You will be required to repay duplicate benefits back to the ICI program.

How do I Enroll?

Option 1: Initial Enrollment

You may enroll by completing the *Income Continuation Insurance Application* (ET-2366) and returning it to your payroll/personnel office within 30 days of hire (or within 30 days of becoming a WRS-participating employee, if you were not considered a participating employee at the time you were initially hired).

If you are employed at more than one WRS employer, you must file an enrollment application for each position held.

Option 2: Evidence of Insurability

If you do not enroll under option 1, you may enroll at any time in the future if you are medically insurable. An *ICI Application and Evidence of Insurability* (ET-2308) form is available at etf.wi.gov or by contacting the Department of Employee Trust Funds.

This form asks you to answer questions concerning your past and present health. Approval/denial of your evidence of insurability (EOI) application will be based on this medical information.

Coverage

Coverage During Leave of Absence
Your coverage may be continued while on temporary layoff or an approved leave of absence by paying premiums in advance.

The maximum time ICI coverage can be continued on an approved leave of absence is 36 months, except that an insured employee on union leave or military leave may continue to be insured for the duration of that leave.

You are required to pay the entire premium due (employee and employer portion). Payments must be received by your payroll/personnel office so that there is no lapse in coverage.

If you allow your coverage to lapse while you are on leave of absence, coverage may be reinstated with the same elimination period and without furnishing evidence of insurability if you submit a new *Income Continuation Insurance Application* (ET-2366) to your employer within 30 days of resuming active employment. Coverage will be effective the first of the month that first occurs during the 30-day enrollment period.

Termination of Coverage
ICI coverage ends on the date you resign, retire, are dismissed, or die, whichever occurs first. If coverage ends, a full month's premium is due for any month or portion of a month for which earnings are paid. If your employer withdraws from the program, coverage shall terminate at the end of the calendar year.

Note: If you are disabled under the terms of the plan at the time coverage terminates, you will continue to be eligible to receive benefits as long as you remain disabled, up to the maximum duration of benefits as explained in the *When Will My Benefit End?* section.

Disabilities Not Covered
Benefit payments are not available for a disability that begins prior to the effective date of coverage or a disability that is:

- The direct result of war, declared or undeclared. The act of war shall be determined by the Group Insurance Board. (*Note: Although ICI benefits are not payable for disabilities caused by acts of war, you may have — or develop — a medical condition unrelated to war service that may qualify you for ICI benefits.*)
- The direct or indirect result of intentional self-inflicted injury for monetary gain.
- The direct or indirect result of participation in the commission of a crime other than a misdemeanor.
- The direct or indirect result from cosmetic surgery, except for complications thereof.

A condition which is present but not disabling prior to the effective date of coverage is not excluded from benefits.

Pregnancy

The ICI program provides limited coverage for pregnancies. As with any disability claim, you must serve your elimination period prior to receiving an ICI benefit. Your ICI benefit for a normal, vaginal delivery will end 6 weeks after the date of delivery (8 weeks for an uncomplicated cesarean delivery). These time periods are standard durations used in the disability industry.

However, if you have complications prior to or after delivery, ICI benefits may be paid longer, depending on whether the complication is considered disabling.

How Much Are the Premiums?

Premium Rates

***Note*:** The Local ICI program is currently under a premium holiday.

Monthly premiums are based on:

1. Your previous calendar year earnings, as reported to the WRS (or your estimated annual earnings, if applicable), rounded to the next higher $1,000.
2. Your selected elimination period.

Annual Premium Adjustment
Effective every April 1, your employer will adjust your premium based on changes to your previous year's earnings. If you were either a new hire, were on an unpaid leave of absence, or had a permanent change in your percentage of appointment in the previous calendar year, your earnings for ICI premium purposes will not be adjusted until the next annual review when a full calendar year of WRS-reportable earnings is available (for a new hire or someone on an unpaid leave) or you've worked a full calendar year at your new percentage of appointment.

Premium Change Based on Change in Appointment
Employers must adjust premiums when an employee's percentage of appointment is permanently changed. In these situations, the employer determines the premium rate by estimating earnings for the following 12 months and rounding up to the next higher $1,000. These estimated annual earnings are used as a basis for coverage until, at the time of the annual adjustment, a full calendar year of WRS-reportable earnings is available (for a new hire or someone on an unpaid leave) or you've worked a full calendar year at your new percentage of appointment.

Filing a Disability Claim with the ICI Program

How to File a Claim
Contact the plan administrator to file a claim. See the *Contact Us* section of this brochure). Telephone filing is encouraged.

1. File your claim as soon as possible after your last day worked.
   - You may file a claim up to 30 days before your anticipated last day worked in cases of impending childbirth or scheduled surgery.
   - A claim will not be approved if received more than 12 months after your last day in pay status.
   - The effective date of your benefit can be no earlier than 90 days before your claim is filed. If you wait to file a claim, you could miss out on some benefits.
2. The plan administrator will send you an introductory packet. Complete and return the medical release form and the repayment agreement.
3. **A licensed physician** will be required to submit medical information concerning your disability to the plan administrator.
   - A licensed physician as defined in the ICI plan includes a medical doctor, doctor of osteopathy, surgeon, podiatrist, dentist, or nurse practitioner licensed to practice by a state within the United States. This also includes a physician's assistant or psychologist who is acting within the lawful scope of his or her license and performs a service that is supervised by a licensed medical doctor, doctor of osteopathy, or surgeon.
   - For a short-term disability (a disability lasting 12 months or less), a physician must certify that you are not able to perform the duties of your position.

     Note: If your physician states that you can return to work if the employer makes reasonable accommodations for your disability, and if your employer agrees to make those accommodations, your claim will be denied.
   - For a long-term disability (a disability lasting longer than 12 months), a physician must certify that you are not able to engage in any substantial gainful activity (see *Definitions*) for which you are reasonably qualified, with due regard to your education, training, and experience.
4. The plan administrator will periodically contact your physician to receive updated information on your disability and expected return-to-work date. You will be responsible for costs associated with the medical exams.
5. Your employer must complete the employment statement that comes from the plan administrator.
6. After contacting your physician and employer, the plan administrator will determine whether you should be approved for the benefit.

If you are approved, you will receive a letter from the plan administrator describing how much your benefit will be and when it will start. If you are denied, you will receive a letter from the plan administrator stating the reasons for the denial.

Administrative Review Process
If you do not agree with a decision made by the administrative personnel, you have the right to request that they reconsider the determination. A written request for reconsideration must be received by the plan administrator within 90 days of the date of the determination letter.

- With the reconsideration request, you must specifically state how you believe the plan administrator erred in interpreting the plan provisions.
- You must provide the plan administrator with all documentation, including medical records relevant to the claimed disability and your position regarding the determination.
- After reviewing all of the new and original information, the plan administrator will send you a letter with the reconsidered decision.

Filing a Disability Claim with the ICI Program (continued)

If you do not agree with the decision at the reconsideration level of the appeal process, you have the right to request a departmental determination from ETF. Your written request must be received by ETF within 90 days of the date of the reconsideration letter.

If you request a Departmental Determination, ETF will determine whether the plan administrator erred in its decision. ETF relies upon the medical records/notes and the review performed by the plan administrator's medical consultants to make a determination.

If you do not agree with the Departmental Determination, and you wish to pursue the matter further, you may request an appeal to the Group Insurance Board. You must request the appeal in writing. The written appeal request must be received by the Appeals Coordinator within 90 days of the date of the notice. The Appeals Coordinator will provide you with a booklet covering the appeals process and time frames.

When Will My Benefit Start?

Your ICI benefit will begin after you serve your selected elimination period. Employees have an elimination period of 30, 60, 90, 120, or 180 calendar days. The elimination period begins on the first full day that you are continuously and completely absent from work due to disability.

Sick leave, vacation, holiday, and compensatory time do not need to be exhausted before ICI benefit payments can begin. However, use of leave time after your elimination period is satisfied will delay the start of your ICI benefits or reduce the amount of benefits you receive, as benefits are reduced at the rate of 100% for payments you receive for leave time.

Example 1:
You satisfy your elimination period on March 1, but you continue to use some form of leave time to stay in full pay status with your employer. Your ICI benefit will not start until you are no longer in full pay status.

Example 2:
You satisfy your elimination period on March 1, but you continue to use two hours of sick leave per day to stay in partial pay status with your employer. Your ICI benefit will be reduced by the amount you receive from your employer for leave time paid.

How Much Will I Receive?

Benefit Amount
The ICI benefit is calculated by multiplying your average monthly earnings from the previous year by 75%. A maximum of $120,000 in annual earnings are covered, resulting in a maximum benefit of $7,500 per month.

For disabilities lasting longer than 12 months, a supplement of $75 per month is added to the normal benefit amount.

Offsets/Reductions
ICI benefits will not duplicate other income sources available to you, but rather will supplement these income sources to provide a specified level of disability income. Therefore, your ICI benefit will be reduced by income received from sources including, but not limited to:

- Social Security based on your work record (regular or disability)*.
- Unemployment compensation.
- Workers' compensation (except permanent disability awards).
- WRS benefits (retirement, disability retirement, or separation).
- Any employer sponsored/sanctioned salary continuation plan.
- Earnings, including self-employment.
- Duty disability.

In addition, your benefit will be reduced at the rate of 100% for any vacation, sick leave, holiday, or compensation pay you receive after your ICI benefit effective date.

If you receive a monthly retirement benefit from the WRS, your ICI will be reduced by the largest retirement benefit amount you are eligible to receive, even if you choose an option that pays a reduced benefit. If you take a separation or lump-sum benefit, your ICI benefit will be reduced by an equivalent monthly amount.

If you receive income from any of the above sources, it is important not to spend it until the ICI amount to be repaid is provided to you by the plan administrator. You will be required to repay any benefits you receive, or are eligible to receive, that cover the same time period as your ICI benefits.

You must also apply for all other benefits that you might be eligible to receive. If you fail to do this, your ICI benefit will be reduced by the largest benefit amount you could receive from another source.

If you are approved to return to part-time employment with your prior employer, your benefit will be reduced (offset) at the rate of 75% of your earnings. If medical evidence indicates you are capable of working part-time but you do not return to work, your benefit will be reduced by an estimated earnings offset. See the *Returning to Work* section of this brochure for more information.

If Your Social Security Benefits Are Denied...

When Social Security benefits have been initially denied, you are required to pursue the appeal through the hearing level.

The ICI program does not require you to obtain an attorney to assist you in obtaining Social Security benefits. However, if you do decide to obtain an attorney and you win your appeal, the ICI program will only offset (reduce) your ICI benefit by the amount remaining after your attorney fees are subtracted from your initial Social Security award. The Social Security Administration (SSA) must approve the amount to be paid to the attorney, and documentation of the SSA's approval must be provided to the ICI plan.

Payment Dates
Benefits are paid monthly at the beginning of the month for the previous benefit month (i.e. January benefits are paid February 1).

Waiver of Premium
ICI premiums are waived effective the first of the month on or following the date of the first ICI benefit payment.

Note: If benefits begin on the first day of a month, the premium waiver begins on the same day.

The waiver of premium remains in effect for as long as you continue to be eligible for benefits. If benefits are terminated because you returned to full-time employment with a state employer, premium payments will resume.

If you choose to remain on a leave of absence after your disability ceases and have not terminated employment, you must immediately make arrangements for payment of the ICI premium through your employer. Otherwise, coverage will terminate and can only be reinstated after you return to work and reapply for coverage.

Taxable Benefits
A portion or all of your ICI benefit may be taxable income to you. As the percentage of the total premium paid by your employer as a fringe benefit increases, there is a corresponding increase in the percentage of benefits that is considered taxable income. The taxable portion is based on an average of the premium percentage paid by the employer over the three years prior to the year in which ICI benefits are first paid.

However, due to changes in the tax laws and the interpretation of the revenue code, you should consult both state and federal tax authorities for answers to any specific questions you have concerning the exclusion or inclusion of such benefit payments as taxable income.

The plan administrator will automatically withhold federal income tax from the taxable portion of a benefit. The amount of federal income tax withheld will equal the deduction for a single person with zero exemptions. If you wish to change the amount of federal tax withheld, you may submit Form W-4S or W-4 (available from the IRS) to the plan administrator.

Wisconsin state income tax will only be withheld from a taxable ICI benefit if you submit the *Wisconsin Withholding Exemption Form WT-4*. It is available from the Wisconsin Department of Revenue.

FICA: Social Security regulations provide that any income received from a sickness or disability plan during the first six months of a disability is subject to withholding for Social Security contributions if the employer has paid a portion of the premiums. The percent of the benefit subject to Social Security contributions equals the percent of the gross premium paid by the state. Any ICI benefits you receive during the first six months of disability will reflect this deduction for Social Security contributions unless your WRS employment is terminated and you are approved for disability retirement benefits.

Annual Tax Documents
The plan administrator will send you tax forms annually.

Participant's Responsibilities While Receiving the Benefit

Annual Statement of Earnings
After the first year of ICI benefits, you will be required to complete and return to ETF the *ICI Annual Income Certification* (DTPA-5905) on which you will report all earnings for the prior calendar year. The plan administrator normally sends this form out on February 1.

Medical Reports to Substantiate Disability
Your physician and the plan administrator will work together to determine how often your physician should follow up with you to certify that you are still disabled. The plan administrator will periodically ask your physician to complete supplemental medical forms. Cost for medical exams and copies of the medical records are your responsibility.

Failure to Comply
Benefits may be suspended or terminated if you fail to provide required information within 60 days of the date of the initial request or if you do not otherwise cooperate in meeting the program requirements.

Returning to Work

You may return to work with your prior WRS employer given your physician's release to return to work and your employer's ability to accommodate any restrictions imposed. Earnings paid when you return to work less than full-time will be offset at 75% (see example below). Earnings include pay for days taken as vacation, holiday, or compensation time. Paid sick leave will be offset at 100%.

Your part-time earnings will be offset based on the date of your earnings check. For example, your earnings check dated July 1 will be offset from the ICI benefit check dated August 1 (which covers the month of July).

If you are receiving long-term ICI benefits, you will be required to provide objective medical evidence (see *Definitions*) on a quarterly basis to continue to substantiate the disability.

If your physician releases you to return to work, but you choose not to, or you return to work but do not work the number of hours your physician released you to return, your ICI benefit will either be terminated or it will be offset (reduced) by estimated earnings. The estimated earnings offset will be calculated by multiplying your number of hours you were released to work by the hourly rate of pay.

If you are unable to work the number of hours your physician released you to work because of your medical condition, you should contact your physician immediately to discuss your inability to work those hours. Your physician will need to amend your restrictions. For benefit payment purposes, it is extremely important that your medical records reflect the amount and type of work you are able to perform.

Rehabilitative Training
If you have a rehabilitation plan that was approved by the Wisconsin Division of Vocational Rehabilitation (DVR), you need to contact the plan administrator and provide them with a copy of your approved plan. You will need to sign a release allowing the ICI program access to your pre-approved plan.

As an incentive to return to work, only 75% of earnings from approved rehabilitative employment may apply to the reduction of your ICI benefits. Earnings from non-approved rehabilitative employment will reduce your ICI benefit amount dollar-for-dollar (100%). The offset for the rehabilitative earnings are based on the date of the earnings check. See example below.

Example: Benefit reduction due to earnings from part-time return to work.

Monthly income continuation benefit		$2,812.50
Less: earnings with prior employer	$1,000.00	
Offset reduced to 75%	x 75%	- 750.00
Net monthly income continuation benefit		**$2,062.50**
Plus: earnings		+ 1,000.00
Total monthly income		**$3,062.50**

When Will My Benefit End?

Your ICI benefit will end on the earliest of the following dates:

- When medical evidence shows that you are capable of performing the duties of your position (or of any position if you've had a long-term disability, i.e. over 12 months).
- When you return to your former employment status (see the Returning to Work section).
- When you die. (The ICI program does not pay death benefits.)
- When you reach age 65. However, if your first day of disability is after your 60th birthday, benefits will be payable for a period of 5 years from your date of disablement. See table at right.

Termination of employment does not affect the continued payment of your ICI benefits. Your benefits will not end until you meet one of the criteria above.

Age at Disablement	**Maximum Duration of Benefits From Date of Disablement**
On or before 60th birthday	To age 65
After 60th birthday	5 years

Definitions

Date of Disability—The day after your last day worked or the date your physician indicates that your medical condition meets the program's disability definition, whichever is later.

Elimination Period—This is the number of calendar days in which you must be completely off work in order to receive ICI benefits. Employees may select an elimination period up to 180 days.

Objective Medical Evidence—Test results such as blood tests, MRI, CAT scan, X-rays, etc. and physician's notes of regular visits recording the physician's observations of disabling symptoms and conditions.

The physician's opinion may rely in part on records of care provided by other medical professionals under the supervision of a physician, including but not limited to physician's assistants, midwives, psychologists and psychotherapists (MMSW).

The actual certification of disability must come from the licensed medical doctor, doctor of osteopathy, surgeon, podiatrist, dentist or nurse practitioner.

Plan Administrator—External company contracted by the Department of Employee Trust Funds to issue eligibility determinations and process individual claims. This is also sometimes referred to as a third-party administrator.

Regular Care and Attendance—Planned program of observation and treatment requiring personal attendance by a physician.

Substantial Gainful Activity—Gross earnings that are equal to or greater than the gross ICI benefit for the same period of time.

Totally Disabled—The ICI program has two definitions of disability depending on the duration of the disability:

> **Short-term Disability**—the first 12 months of disability, while you are under the regular care and attendance of a physician, and your disability makes you unable to perform your job.
>
> **Long-term Disability**—after the first 12 months of disability, while you are under the regular care and attendance of a physician, and your disability makes you unable to engage in any substantial gainful activity for which you are reasonably qualified.

Contact Us

Contacting ETF
See the back cover for ETF contact information.

Contacting the plan administrator: The Hartford

Phone
Toll Free: 1-800-960-0052
Fax: 1-833-357-5153

Mail
The Hartford
P.O. Box 14869
Lexington, KY 40512-4869

Email
ICIQuestions@thehartford.com

Contact ETF

etf.wi.gov

Find ETF-administered benefits information, forms, brochures, benefit calculators, educational offerings and other online resources. Stay connected with:

- ETF E-Mail Updates
- @wi_etf

1-877-533-5020

7:00 a.m. to 5:00 p.m. (CST), Monday-Friday

Benefit specialists are available to answer questions.

Wisconsin Relay: 711

PO Box 7931
Madison, WI 53707-7931

Write ETF or return forms.

etf
WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
The Administrative Committee has been discussing a policy to establish rules relative to how the City Council meetings proceed and are managed. Attached is another draft of Policy 107, as amended based on direction from our last committee meeting. This version also includes modifications suggested by the City Attorneys.

Also attached, as requested by the Committee is a draft ordinance removing Section 2.44 from the City Code. This section of the code will need to be deleted in order to shift agenda item structure to policy 107.

Considerations:

Does this item have a financial or budget impact?
No
There will not be a fiscal impact to this policy. An ordinance amendment will need to be published in the newspaper, so there is a cost to print it, once the City Council adopts the Ordinance amendment.

Recommendation:

Attachments:
1. 06.15.26 Ordinance 2.44 agenda changes
2. 107 City Council Meeting Rules

City of Beaver Dam
Ordinance Number __-2026

An Ordinance Amending Section 2-44
of the Beaver Dam Municipal Code

The Common Council of the City of Beaver Dam, Wisconsin do-ordain as follows:

SECTION 1. Sections 2-44 is hereby amended as follows:

2-44 Order of Business.
The order of business shall be as described via Beaver Dam City Policy~~follows~~:

~~1) Roll Call.~~
~~2) Disposition of the minutes of the preceding session.~~
~~3) Communications from the mayor.~~
~~4) Presentation of petitions, communications, remonstrances and memorials in the order named.~~
~~5) Presentation of accounts.~~
~~6) Reports from committees or officers.~~
~~7) Presentation of Ordinances.~~
~~8) Presentation of Resolutions.~~
~~9) Unfinished business.~~

~~The mayor in his discretion may alter the order of business.~~

SECTION 2. All other provisions of Chapter 2 shall remain in full force and effect unless specifically modified here in.

SECTION 3. This ordinance shall be in full force and effect beginning upon publication.

Approved and adopted by the Common Council of the City of Beaver Dam on a vote of ___ to ___ this __________ day of July, 2026

____
Roberta Marck, Mayor

Attest:

____
Tracey Ferron, City Clerk

Published:

	TITLE:	**COMMON COUNCIL MEETING RULES**	
BEAVER DAM Life is good here	POLICY #:	**107**	
POLICY SOURCE	CITY ADMINISTRATOR	PAGES	3
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	The purpose of this policy is to establish a clear, consistent, and efficient framework for the conduct of Common Council meetings. This policy is intended to promote transparency, orderly discussion, fair participation, and timely decision-making, while ensuring compliance with applicable Wisconsin Statutes and open meetings requirements.
POLICY	<u>**GOVERNING AUTHORITY**</u> All Common Council meetings shall be conducted in accordance with applicable provisions of Wisconsin Statutes, including but not limited to the Open Meetings Law. Pursuant to Wis. Stat. §62.11(3)(a), the Common Council is authorized to establish its own procedural rules for the conduct of meetings. Formal parliamentary procedures, including Robert's Rules of Order, shall not be required except where specifically referenced by this policy. This policy applies to all regular, special, and Committee-of-the-whole meetings of the Common Council of the City of Beaver Dam. <u>**OBJECTIVES**</u> The objectives of this policy, in priority order, are: Efficiency – Conduct meetings in a timely and organized manner Transparency – Ensure the public can observe and understand decision-making Participation – Provide fair opportunity for Council and Public input Consistency – Apply rules uniformly across meetings <u>**PROCEDURE**</u> 1. <u>Meetings</u>: Regular Meetings shall be held on the 1st and 3rd Monday of each month at 7:30 PM. The regular meeting may be rescheduled by majority vote at any previous meeting, or by the presiding officer for emergency or weather related reasons. Special Meetings may be called in accordance with

	Wisconsin Statutes and shall include proper public notice specifying the subject matter, time, and location. 2. <u>Agenda Management:</u> The agenda shall be prepared by the City Administrator in coordination with the Mayor. Common Council members may request items to be placed on the agenda. No action shall be taken on items not listed on the posted agenda, except as permitted by law. 3. <u>Order of Business:</u> The order of business shall be standard from meeting to meeting, but not all categories are necessary at each meeting: a. Call to Order & Roll Call b. Communications, Presentations, and Reports c. Ordinances d. Resolutions e. Discussion and Possible Action on Other Items f. Adjournment 4. <u>Public Participation</u>: The Public comment period is a structured opportunity for members of the public to speak to the Common Council of the City of Beaver Dam. The Comon Council is not statutorily or constitutionally required to hold a public comment period, and there may be meetings where there is no public comment period. If the Common Council intends to hold a public comment period at a meeting, the public comment period will be noticed on that meeting's agenda and will occur between business items 3(a) and 3(b), above. To participate in a public comment period, a speaker must sign the registration form prior to the meeting beginning. The form used may be found on a table near the entrance of the Common Council chambers up to 20 minutes prior to each meeting. Registered speakers must list their voting address on the form or they will not be allowed to speak. The presiding officer has the discretion to call on speakers in any order, but generally, the order of speakers will be prioritized as follows: 1) City Residents 2) neighboring Township Residents, 3) Dodge County Residents 4) all others. Each registered speaker shall be limited to not more than three minutes each. During the public comments period, Common Council members are not permitted to engage in discussions or answer questions raised during the public comments. It is not proper to have a discussion about a topic that is not on the agenda and where the community is unaware of the item's discussion. No Council action shall be taken on matters raised during the public comments unless properly noticed on the agenda. The presiding officer may reduce or extend the total comment period or set limits on individual comments as necessary for meeting efficiency. All comments are to be directed to the presiding officer and no personal attacks, disruptive behavior or profane language will be tolerated. 5. <u>Discussion and Debate</u>: The Common Council shall utilize a modified procedural format that allows for discussion prior to the making of a motion.

	The presiding officer shall introduce each agenda item. Council discussion may occur prior to a motion being made. If discussion precedes a motion, a motion and second shall be required before a vote is taken. Members shall be recognized by the presiding officer before speaking. Discussion shall be limited and germane to the topic. Members shall maintain professional conduct at all times. 6. Motions and Voting: A motion and second are required prior to any formal vote. A majority vote shall decide all questions unless otherwise required by law. The Mayor shall vote in instances when a tie occurs. The Mayor shall have the statutory right to veto actions of the Common Council. All vetoes must be provided to the City Clerk within 5 days. All vetoed actions must be added to the next City Council agenda for the option of overriding the veto. A 2/3 vote of the Common Council shall be required to override a mayoral veto. 7. Roll Call Voting: Roll call votes shall be conducted in a randomized order to ensure fairness and equitable participation. The Clerk shall determine the order for each vote using a neutral and unbiased method. 8. Ballot Procedure: Except for electing the Council President, the Common Council may not vote by secret ballot. If a ballot is used for an election or to decide any other matter, each member must write their name on the ballot along with their vote. Ballots shall be kept with and preserved by the City Clerk according to Wis. Stat. §19.88(3). 9. Reconsideration of Items: Any matter that has been considered and acted upon by the Common Council shall not be brought forward again during the same election year (session). Reconsideration at a future meeting may occur only if properly placed on a subsequent agenda and only if two City Council members who voted in the majority on the last vote request reconsideration in writing with the City Clerk. 10. Consent Agenda: Routine items may be grouped under a consent agenda and approved with a single motion. Any Council Member may request removal of an item from consent agenda for separate discussion. If any member requests removal of an item from a consent agenda, each proposed consent agenda item shall be considered and acted upon separately. 11. Quorum: Two-thirds of all Council Members shall constitute a quorum for the transactions of business. (10 Alders) 12. Minutes and Records: The City Clerk shall record official actions, motions, and votes. Minutes shall be approved at a subsequent meeting. 13. Enforcement of Decorum: The presiding officer shall maintain order during meetings. Individuals who are disruptive may be ruled out of order and, if necessary, removed. Should officer assistance be needed, a disorderly conduct citation may be issued.

	14. Suspension of Rules: These rules may be suspended by a two-thirds (2/3) vote of the Common Council, except where prohibited by law. 15. Council President: In the Mayor's absence, the Council President shall act as the presiding officer. When the Council President is acting as the presiding officer he or she may not vote on an item except to break a tie as provided in Section 6. If the Mayor is not attending the City Council meeting in person, they may manage the meeting remotely or assign the presiding officer duties to the Council President. 16. Policy Considerations: This policy is intended to provide flexibility while maintaining structure. The Common Council retains the authority to interpret and apply these rules as necessary to ensure efficient and fair governance. **CONFLICT** In the event of a conflict between this policy and the ordinances, the ordinances shall control.
HISTORY	

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
The City Council heard a presentation from Vandewalle & Associates at their last meeting (attached). Existing impact fees will need to sunset or be studied and updated in 2027 in order to continue.

Considerations:
This is an opportunity for the Committee to discuss what fees they might want included in the study. Does the Committee want a study included in the budget for 2027?

Does this item have a financial or budget impact?
Yes
The Study will cost dollars in 2027, but would also result in additional revenue generated from updated or new fees in future budget years.

Recommendation:

Attachments:
1. Beaver Dam Impact Fee Presentation 5.18.26

City of Beaver Dam
Impact Fee Presentation

City Council Meeting
May 18, 2026

VANDEWALLE & ASSOCIATES INC.

Covering Today

What are impact fees?

How do impact fees support the community?

Which impact fees does the City have today?

How could this change?

What’s next?

What Are Impact Fees?

Impact Fees

Fees only apply to new construction

Financial contributions (cash or land) from developers to municipalities to pay for capital improvements associated with new development

Enabled by state law (Wis. Stats. 66.0617)

Capital costs: construct, expand, or improve public facilities and land + 10% for legal, engineering, and design costs	Not included: noncapital costs like vehicles, equipment, maintenance, etc.	Example: New Fire Station vs. New Fire Truck

Impact Fees

There must be a sound basis of analysis to support fees

Identify need for public facilities to serve development

Must be proportionate share of capital costs to serve new development as compared to existing development

Total cost burden must be balanced

Level of service standard is defined by community's analysis

Quantity or quality of public facilities relative to the number of persons, parcels of land, or other appropriate measures

Ex. parkland acres per residents

Impact Fee Types

- Highways, transportation facilities, traffic control devices
- Sewage and water treatment facilities
- Water pumping, storage, and distribution systems
- Parks, playgrounds, and land for athletic fields
- Solid waste and recycling facilities
- Fire, law enforcement, and emergency medical facilities
- Libraries

<u>Does not include:</u> schools, vehicles, operations, maintenance, deficiencies, City Hall

Impact Fee Requirements

Must complete Needs Assessment to calculate fees needed

Must enact ordinance to establish and collect fees

Can impose different fees for different types of development or different areas of the community

Ex. parkland fees for residential vs. none for industrial

Ex. different sewer fees based on topography to serve area

Impact Fee Requirements

Fees must be reduced for:	Fees can be reduced for:	Fees are paid when building permits are issued:
• Special assessment or charges • Land dedication or fee-in-lieu of land dedication • Federal or state money used on capital project	• Low-cost/affordable housing	• If they exceed $75,000, developer can defer payment over time • City must tell developer what type of facility the funds will be used for • City must return fees after 8 years if unspent (sewer has 10 years) • City must put funds in separate account for specified capital project

How Do Impact Fees Support The Community?

Impact Fee Example

Typically, based on the number of units for residential and amount of improved space for industrial/commercial

- Sewer: Fees based new industrial/commercial space creating demand ($X/1,000 sf)
- Parks: Fees based on number and type of new residential units creating demand ($X/unit)

Impact Fee Example

Village of Hartland

- Completed Needs Assessment in 2023
- Identified need to expand DPW garage at a cost of $548,800
  - Residential share: based on forecasted number of new units ($944 per unit)
  - Nonresidential share: based on forecasted new gross building area ($427 per 1,000 sf of new nonresidential space)

Impact Fee Pros and Cons

Pros	• Pay as you go approach (per building permit) • More predictability, consistency, and understanding of planned growth • Cost burden placed on those receiving benefits • City gets funds needed to serve new demand
Cons	• Increases the cost of new construction and development • Can be viewed as cost prohibitive or deterrent to new development in the community • City must spend funds or repay them, requires active planning and budgeting

Which Impact Fees Does The City Have Today?

Existing Impact Fees

Sewer Connections

Established in ordinance and fee schedule by meter size

Parks

Established in ordinance for parkland dedication or fee-in-lieu of parkland dedication by unit type

Public Facility Type	City's Existing Approach
Highways, transportation facilities, traffic control devices	Don't utilize today
Sewage and water treatment facilities	2017 Needs Assessment
Water pumping, storage, and distribution	Don't utilize today
Parks, playgrounds, and land for athletic fields	Unknown Needs Assessment
Solid waste and recycling facilities	Don't utilize today
Fire, law enforcement, and emergency medical facilities	Don't utilize today
Libraries	Don't utilize today

Use of Existing Impact Fees

Sewer Connection Fees

- Have $33,949
- Base charges on meter size
- 5/8” meter = $971 (lowest)
- 6” meter = $48,585 (highest)

Park Fees

- Have $77,252
- Base charges on unit type for land costs to buy more parkland
- SF/TF = $250/unit
- MF =
  - 1-bed $100/unit
  - 2-bed $200/unit
  - 3-bed $250/unit

Key Issues

Sewer Connections

Same 60-unit project

2019 = $30,000

2025 = $13,600*

*PCS requires one meter now and fees based on meter

Sewer Connection Fees

- Changes in state code for approach to connections = not appropriate way to collect fees any more
- Not in line with actual costs or what other communities are charging
- Based on 2017 needs assessment, which will no longer be valid after 10 years (2027)

Park Fees

- Not in line with actual costs or what other communities are charging (ex. $50,000/acre)
- Fees are so low, no motivation to include parkland in new projects (ex. 12 units = $3,000)
- No evidence of needs assessment to base collection on

How Could This Change?

Impact Fee Opportunities

Several big projects planned that could use impact fees to support investment (fire station, wastewater and water utilities, lift stations, etc.)

<u>New development = support projects</u>

Impact Fee Opportunities

Public Facility Type	Opportunity
Highways, transportation facilities, traffic control devices	Collect new fees to support transportation infrastructure
Sewage and water treatment facilities	Update fees to support sewer infrastructure
Water pumping, storage, and distribution	Collect new fees to support water infrastructure
Parks, playgrounds, and land for athletic fields	Update fees to support parkland and park improvements
Solid waste and recycling facilities	Collect new fees to support waste facilities
Fire, law enforcement, and emergency medical facilities	Collect new fees to support public safety facilities
Libraries	Collect new fees to support library facilities

Impact Fee Opportunities

Conduct Needs Assessment on impact fees

Needs Assessment includes:

Inventory facilities and deficiencies	Identify facility-based projects	Develop cost estimates for projects	Calculate impact of fees on affordable housing

Enact ordinance to codify standards

Collect fees

Park Fee Comparison

Municipality	2022 Population	Existing Parkland Dedication	Existing Fee In Lieu of Parkland Dedication	Existing Park Impact or Improvement Fee
City of Beaver Dam	**16,727**	• **5% of land area**	• **$250 per R1 lot, R2 unit, or three-bed multifamily unit** • **$200 per two-bedroom multifamily unit** • **$100 per one bedroom/efficiency multifamily unit**	• **None**
City of Cambridge	1,708	• 1,423 SF per unit	• $733 per unit	• $791 per unit
City of Columbus	5,530	• None	• None	• None
City of Edgerton	5,997	• 1,437 SF per unit	• $1,040 per unit	• $2,693 per unit
City of Elkhorn	10,317	• 1,045 SF per unit	• $535 per unit	• $874 per single-family unit • $681 per multi-family unit
City of Fort Atkinson	12,583	• 769 SF per single-family or two-family unit • 577 SF per multi-family unit • 307 SF per senior unit	• $741 per single-family or two-family unit • $556 per multi-family unit • $296 per senior unit	• $1,009 per single-family or two-family unit • $757 per multi-family unit • $404 per senior unit
City of Jefferson	7,747	• 2,000 SF per unit, or a minimum of 2 acres in total	• Based on a contribution equivalent to the land requirement	• $600 per institutional residential unit • $1,000 per all other dwelling units
Village of Johnson Creek	3,402	• None	• None	• $1,152 per unit
City of Lake Mills	6,452	• 1,740 SF per unit	• None	• None
City of Milton	5,710	• 5% of land area	• 3% equalized value of all land, less any land dedicated for parks	• None
Village of Mukwonago	8,384	• 3,049 SF per unit	• $942 per unit	• $600 per 1-bedroom unit $900 per 2-bedroom unit $1,200 per 3+ bedroom and single-family unit
City of Stoughton	13,204	• 1,468 SF per single family unit • 1,019 SF per two-family or multifamily unit • 528 SF per dwelling unit in group quarters	• $2,674 per single family unit • $1,838 per two-family or multifamily unit • $952 per group quarters unit	• $6,477 per single family unit • $4,497 per two-family or multi-family unit • $2,330 per group quarter unit
City of Watertown	14,758	• 1,296 SF per residential unit • 518 SF per institutional unit	• $641 per unit • $256 per institutional unit	• $1,264 per unit • $506 per institutional unit
Village of Waunakee	15,426	• Land equal to ten percent of the total area proposed to be subdivided.	• $475 per single-family unit • $315 per duplex or multi-family unit	• $2,755.36 per single-family unit • $1,873.64 per multi-family unit
City of Whitewater	14,200	• 1,047 SF per unit	• $218 per unit (annually adjusted for inflation with a base year of 2002)	• $514 per unit (annually adjusted for inflation with a base year of 2002)
Average of Comparable Communities		**1,612 SF per unit**	**$834 per unit**	**$1,872 per unit**

Sewer Fee Comparison

Municipality	Sewer Connection Fee
City of Beaver Dam	1” meter = $2,429.28
City of Columbus	1” meter = $2,500
City of Waupun	1” meter = none
City of Watertown	1” meter = none
City of Jefferson	1” meter = $2,750
City of Fort Atkinson	1” meter = none

What’s Next?

Optional Next Steps

Determine if the City wants to pursue changes to existing fees or potential establishment of new fees:

- **Option 1:**
  - Keep as-is (do nothing)
  - Collect sewer connection fees and parkland dedication fees
- **Option 2:**
  - Conduct Needs Assessment (typically consultant-led effort)
  - Revise Ordinances/Fee Schedules to reflect Needs Assessment
  - Begin collecting new impact fees and planning/budgeting for new capital projects

Questions?

Resources

- UW-Steven's Point Impact Fee Summary: https://www.uwsp.edu/wp-content/uploads/2024/04/ImpactFees_rev.pdf
- Wisconsin State Statutes: https://docs.legis.wisconsin.gov/statutes/statutes/66/vi/0617
- City of Beaver Dam Fee Schedule: https://www.ci.beaverdam.wi.gov/DocumentCenter/View/2171/City-of-Beaver-Dam-Fee-Schedule-PDF

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
The staff at the City of Beaver Dam are working on the creation of a policy manual. The policies attached are before you for your consideration and recommendation to the City Council. Once the policies are recommended by the Operations Committee or Administrative Committee, they will be combined and presented to the City Council as a policy manual. Staff are planning to have this completed around September 2026.

Considerations:

Does this item have a financial or budget impact?
No
Adopting the policies should not cost the City dollars. However, implementing individual policies could have a cost or a savings. Each policy will need to be evaluated independently.

Recommendation:

Attachments:
1. Batch 2 Policies

City of Beaver Dam, Wisconsin
Office of the City Administrator

Batch 2 Policies

06.01.25: Attached are the next batch of policies created and updated by city staff. This packet is being distributed to both the Operations Committee and the Administrative Committee. Please take this packet home and review the enclosed policies.

The policies will be discussed at future committee meetings as follows:

Administrative Committee
Policy 201 position control
304 Debt Service
305 Fund Balance
306 Budget Policy
307 Capital Improvement Plan
308 Procurement Policy
309 Credit Card Policy

Operations Committee
307 Capital Improvement Plan
308 Procurement Policy
501 Snow and Ice Control Policy
505 Street Naming Policy

Staff anticipate completing Batch 3 over the next three months and after Committees have completed their review of Batch 1 (done), Batch 2 (now), and Batch 3 (future), we will bring all three batches to the City Council as the first policy manual for the City of Beaver Dam (September).

	TITLE:	POSITION CONTROL POLICY
BEAVER DAM Life here is good	POLICY #:	201

POLICY SOURCE	ADMINISTRATION		PAGES	4
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX	

PURPOSE	This policy describes the policy and procedures to be followed for creating and modifying existing positions with the City of Beaver Dam. This policy covers all departments, with an acknowledgement of unique regulations for Library, Police, and Fire Departments. A page addressing staffing levels of all city departments shall be annually included in the city budget for the following year. This document will hereby be called the "position control page" (sample attached to this policy) and will be kept current by the Human Resources Department. All modifications to this document must be recorded and tracked for transparency purposes.
POLICY	**<u>ESTABLISHING A NEW POSITION</u>** The Beaver Dam City Council has complete authority to set staffing levels in the City of Beaver Dam. This authority covers all departments, but through this policy, an effort is hereby made to delegate these powers in certain situations. Before any new positions are proposed, the Human Resources Department shall be responsible for meeting with the Department Director proposing the new position to 1) review existing job description, or 2) create a new position job description. Throughout the year, there may be times whereby a City Department desires to add positions full or part time to their department for a variety of reasons. The standard and preferred way to add a position to any department is through the budget process. There are, however, situations whereby staffing changes should occur in a more immediate way by adding to existing part-time positions or adding new part-time positions. When a staffing change is anticipated, the Department Director shall first discuss the idea with the City Administrator and review this policy. Lastly, another way to change staffing is to decrease a full-time position to a part-time position(s). These scenarios are explained below: 1) **BUDGETING PROCESS**, annually when the Beaver Dam City Council adopts the fiscal budget for the following year, there is an opportunity for the budget to include new positions. A. Funding for these positions shall be included in the specific department budget as applicable and recognized on the position control page

	included in the annual budget document. B. Positions added or reduced from the City staffing structure shall be recognized on this document, whether full-time or part-time, to ensure transparency and clearly define staffing changes by the City Council. C. Should position modification occurring in the current year result in increased expenses in future years, it shall be the Human Resources responsibility to evaluate position duties to determine compensation levels and the City Administrator's responsibility to ensure said funding is appropriated and included in future year budgets. D. For all newly created position or modifications to job descriptions, the Human Resources department shall evaluate and note compensation recommendations to the approving authority. 2) **PART TIME TO FULL TIME**, A. The City Council hereby delegates authority to the City Administrator to approve modifications of staffing whereby multiple part-time positions are merged into a full-time position, so long as the overall fiscal impact to the City Budget does not increase in the calendar year said action is taken. B. Any change that adds hours to the city's overall staffing levels must be included in the annual operating budget or approved via a budget amendment and an update to the position control document completed. C. For all newly created positions or modifications to job descriptions, the Human Resources department shall evaluate and note compensation recommendations to the approving authority. 3) **FULL TIME TO PART TIME**, A. Department Directors are hereby authorized to reduce positions from full-time to part-time status without City Council approval. When this occurs, Department Directors must give the Human Resources Department five business days advanced notice to ensure updates are made to the employees benefit structure, time accruals, and that the position control page gets updated. The reduction in employee hours and wages/salary that results from such a change shall be reflected in the subsequent budget of the Department making the change. It is anticipated that the next calendar budget for that Department will be reduced by the amount saved through this staffing reduction, unless the City Council determines otherwise. B. Occasionally it may be necessary to split a position into two positions for operational flexibility or candidate attraction. This is permissible, but both positions must be filled prior to the next calendar budget is adopted by the City Council AND because of the possibility of prorated benefits increasing costs for the City of Beaver Dam, the City

	Administrator must approve of the change. City Council adoption is not needed so long as the hours worked of the combined part-time positions equal a single full time employee. 4) **LIMITED TERM EMPLOYEES (LTE).** A. Department Directors may request that a limited term employee be hired to assist for a period of not more than 10 months. The City Administrator shall have the flexibility to approve said positions if funding within the department's budget already exists and position does not exceed the hour requirements to qualify for WRS. B. If funding does not currently exist in the appropriate department's budget, the City Administrator may approve a limited term position that lasts up to 3 months to allow for the City Council to consider a budget amendment to potentially fund a longer term. **<u>PROMOTIONS</u>** The City of Beaver Dam hires the best candidate for any vacant position. This means that for open positions, there is always a public recruitment process. Internal candidates are always welcome to apply for open positions, and maybe the candidate that is most qualified, however the City recognizes that a public recruitment helps establish candidate credibility and reduces claims of preference or favoritism. Sometimes, a position will experience a change or increase of job responsibilities, and a Department Director will modify a job description. Job description changes require the City Administrator's approval. When a position changes enough to warrant a new title, the City Administrator will assign said title and establish an appropriate wage. The City Administrator, however, may not add additional positions to any department without the approval of the Beaver Dam City Council. **LIBRARY, POLICE, AND FIRE DEPARTMENTS:** The Library Department, Police Department, and Fire Department have various other regulations they must follow under state law, union contract, or organizational documents. This policy shall apply to situations in these departments only where other guidance does not exist. Union Contracts, as well as State and Federal Laws, shall control over this policy, as applicable.
HISTORY	

Authorized Full-Time Equivalent Positions

	2025		2026		2027		Projected 2028	
City Department	Authorized	Staff Members	Authorized	Staff Members	Authorized	Staff Members	Authorized	Staff Members
City Administrator (Human Resources)	1	1	2	2	2	2	2	2
City Clerk	2	2	2	2	2	2	2	2
Engineering Department	2	1	2	2	2	2	2	2
Finance Department	4	4	4	4	4	4	4	4
Fire Department								
Parks & Facilities Department								
Police Department								
Recreation Department								
Wastewater Utility								
Water Utility								
Total Authorized City Positions	9	8	10	10	10	10	10	10

BEAVER DAM Life is good here	TITLE:	DEBT POLICY	
	POLICY #:	304	
POLICY SOURCE	FINANCE DEPARTMENT	PAGES	3
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	The purpose of this policy is to provide direction from the governing body relative to the issuance of debt and management of the City's debt portfolio to ensure that the City maintains a sound debt position and that its existing credit quality is protected. This policy will also establish a framework of debt management for the City's Five-Year Capital Improvement Program and ensure the City's debt service levy remains at a proportionate even level for tax rate stabilization.
POLICY	**STATUTORY AUTHORITY** The City may issue bonds and notes in accordance with State Statutes Chapters 66 and 67 for purposes of financing its capital improvements program, to construct new facilities, to refund existing debt, to promote economic development, to provide financing for its Tax Incremental Financing Districts (TID) and to fund other capital needs. **CREDIT OBJECTIVES** The City will seek to maintain a credit rating of A1 or higher. The City will strive to maintain good relations with the rating agency and keep them informed of significant developments that could affect the City's credit rating. **DEBT LIMITATIONS AND STRUCTURE** To achieve its credit rating objective, the City recognizes the need to integrate the debt policy with its capital improvement program and long-range financial plans. The following Debt Limitations will be used to maintain debt service requirements at an affordable level and enhance the credit quality of the City: 1. Section 67.03 of Wisconsin Statutes requires general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property with the City. Revenue bonds and notes are not considered debt for purposes of determining compliance with statutory debt limitations. The City intends to keep total outstanding general obligation debt within 65% of the statutory limit. 2. A majority vote of the Common Council is required to exceed the borrowing limits described in #1 above. 3. The City will not use long-term borrowing to finance annual operating

needs.

4. In general, bonds and notes may be issued to fund vehicles, equipment, infrastructure and/or facilities concurrently. The final maturity of the bonds and notes will be no more than 20-years. The debt will be structured so that the term of each purpose does not exceed the expected useful life of the underlying project for which they were issued.

The following are exceptions to the Debt Limitations described above:

1. Emergency borrowing for the purpose of dealing with natural disasters. If funding from the City's property & liability insurance program and or State/Federal funding is available to fund the immediate costs to respond to a natural disaster these funds shall be utilized prior to City funds. If funding from the City's property & liability insurance program and or State/Federal funding is not available to fund the immediate costs to respond to a natural disaster but these funds subsequently become available these funds should be used to supplement the response costs or, where allowed by law, to reduce or eliminate new CIP borrowing in the next budgetary year.
2. Borrowing for the purpose of economic development where the property taxes to be generated when the development is completed will be sufficient to fund the annual debt service required as a result of the borrowing.
3. Issuance of debt as a conduit on behalf of for-profit or non-profit corporations when doing so would promote economic development or secure quality of life issues. Prior to issuing such debt, the corporation shall agree to pay all of the City's expenses in connection with the borrowing (including legal fees) and shall provide substantive proof acceptable to the City that no budget appropriation shall be required to repay the debt. The City shall not issue debt on behalf of a non-profit corporation if doing so would prevent the City from issuing "bank qualified" debt for its own purposes without compensation from the non-profit corporation to cover the additional debt service cost.

FINANCIAL ADVISORS & REFUNDINGS

1. The City will utilize the services of a qualified financial advisor in monitoring its debt and debt service.
2. The City shall establish and maintain a long-term relationship with a financial advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the financial advisor and the City should be examined every three (3) to five (5) years or as deemed necessary by the City Administrator.
3. Alternatives (for example, State Trust Fund loans and private placements with local financial institutions) for borrowing funds should be considered by the City and the financial advisor, depending on the uniqueness of the items or projects being financed by long-term debt.

	4. All costs related to the issuance of long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing. 5. The City will work with its financial advisor to ensure that long-term debt issues are structured to protect the interest of the City for the present and for the future (for example, the inclusion of call provisions to protect the City against future interest rate fluctuations or other circumstances). 6. Periodic reviews of outstanding debt will be undertaken to determine any refunding opportunities. Refunding will be considered (within federal tax law constraints) when there is a net economic benefit of the refunding or when a refunding will enable the City to achieve financing or cash flow objectives. **FINANCING CONSIDERATIONS** 1. All feasible alternatives (for example, State Trust Fund loans, Clean Water or Safe Drinking Fund loans, lease purchase agreements and private placements with local financial institutions) for borrowing funds shall be considered by the City depending on the uniqueness of the items or projects being financed by long-term debt. 2. The City may use inter-fund loans (in lieu of borrowing from private parties) to minimize the expense and administrative effort associated with external borrowing. Inter-fund loans are typically made for relatively short periods of time (under five years) and relatively low amounts (under one million dollars). Inter-fund loans shall be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Inter-fund loans shall be repaid with interest at a rate similar to the average rate of interest the City earns on its accounts or market rate. **DISCLOSURE** The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional investors, bond insurers, other units of government, and the public to share clear, comprehensible, and accurate financial information. The Finance Department will provide continuing disclosure in compliance with continuing disclosure certifications made at the time of each debt issuance. **AMENDMENT** A majority vote is required to approve any amendment to the provisions of this policy.
HISTORY	

BEAVER DAM Life is good here	TITLE:	FUND BALANCE POLICY	
	POLICY #:	305	

POLICY SOURCE	FINANCE DEPARTMENT		PAGES	4
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX	

<table>
<tr><td>PURPOSE</td><td>The purpose of this policy is to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure that the City maintains adequate fund balances and reserves in order to:
1. Provide sufficient cash flow for daily financial needs,
2. Offset significant economic downturns and revenue shortfalls, and
3. Provide funds for unforeseen expenditures related to emergencies.</td></tr>
<tr><td>POLICY</td><td><u>DEFINITIONS</u>
Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:
1. <u>Nonspendable Fund Balance</u> - includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples of Nonspendable Fund balance are: Inventory and prepaid expenditures. Nonspendable amounts will be determined before all other classifications. It is the responsibility of the Finance Director to report all Nonspendable Funds appropriately in the City's financial statements.

2. <u>Restricted Fund Balance</u> - Fund balance should be classified as restricted when constraints are placed on the use of resources are either:
a. Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or
b. Imposed by law though constitutional provisions or enabling legislation.

3. <u>Committed Fund Balance</u> - includes amounts that can be used only for specific purposes determined by a formal action of the City Council. A majority vote is required to approve a commitment and must take place within the fiscal reporting period, no later than December 31st; however,</td></tr>
</table>

the amount can be determined subsequent to the release of the financial statements. A majority vote is also required to remove or change the specific use of a commitment.

4. Assigned Fund Balance - includes amounts intended to be used by City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

   Authority to Assign: The City Council delegates the City Administrator to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

5. Unassigned Fund Balance - includes the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes from which amounts had been restricted, committed, or assigned.

ROLES AND RESPONSIBILITITES

The City Administrator is authorized to facilitate implementation and management of this policy.

It shall be the responsibility of the Finance Department to monitor reserve balances on a monthly basis and report material deviations to the City Administrator and City Council.

The Library Board and Police and Fire Commission have powers vested by statute and ordinance that may differ and they manage funds in a manner that is consistent under ordinance and statute guidance.

OPERATIONAL GUIDELINES

To achieve and maintain the above fund balances, the City shall use the following guidelines:

1. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

2. Prioritization of Fund Balance - When the City incurs an expenditure and both restricted and unrestricted fund balance amounts are available, the City's policy is to first reduce restricted fund balance.

   For expenditures where only unrestricted fund balance is available, the City will apply amounts in the following order: Committed Fund Balance, Assigned Fund Balance and lastly Unassigned Fund Balance.

3. Minimum Unassigned Fund Balance - The City will maintain a minimum unassigned fund balance in its General Fund ranging from 20 percent to 25 percent of the subsequent year's budgeted operating expenditures (including other financing uses). This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

4. Drawdown of Unassigned Fund Balance - When unassigned fund balance exceeds 25 percent of the subsequent year's budgeted expenditures, the City should consider a drawdown of reserves. The use of unassigned fund balance may be transferred to support capital purchases (and reduce borrowing) as part of the annual budget adoption process. It shall never be used to support operating expenses.

5. Replenishing deficiencies - When fund balance falls below the minimum 20 percent, the City Administration will develop a budgetary plan to replenish the fund balance to the established minimum level within five years. Practices may include but not limited to the following:
   a. The city will eliminate the budgeted use of fund balance if said use would reduce fund balance below policy minimums.
   b. Apply remaining unexpended general fund resources at the end of each fiscal year to add to the cash portion of the reserves if necessary to meet policy minimums.
   c. Encourage using a portion of the tax levy generated by equalized valuation which may be higher than used for budget development to add to the cash portion of the reserves if necessary to meet policy minimums.
   d. Utilize repayments on existing interfund loans or advances to other funds (such as TID's and utilities) to increase the unrestricted fund balance in its General Fund to a level that exceeds the minimums established herein.

	BUDGET PRACTICES Department budgets are established each year and departments are encouraged to use the funds committed to their stewardship for the efficient and effective management of city programs and services. The following practices will help in the overall management of budgets: 1. Salary and Wage Costs - The Finance Department will be responsible for setting salary and wage budgets for each department annually. To avoid a budget deficit and to cover overtime in the event of an emergency or vacancies, it is the general practice to budget for full or nearly full staffing. The Finance Department may apply historical turnover rates when making slight reductions to the staffing or benefit budget lines. Departments shall not use salary savings to cover operational or capital costs. 2. Operational Costs - Departments should record an expense to the appropriate classification and line item but may spend more within any given line item if there is sufficient budget in another operating line to cover that cost. Department Heads are responsible to monitor total department operating expenses to verify that they do not exceed their total budget. Should an unexpected inflationary cost in service delivery occur in any given budget year, or a department become projected to be over budget for any reason, the Department Head must seek out a budget amendment from the City Council in support of their department budget. Failure to complete a budget amendment will subject the department to greater budgetary scrutiny for mismanaging department funds. 3. Contingency - This reserve shall be budgeted, at a minimum, to equal one-half of one percent (0.5%) of the general fund operating expense. At the end of any fiscal year, remaining contingency budget shall roll over into the General Fund Balance. 4. Budget Carryovers - If a department purchase is delayed from one fiscal year to another, the department may carry over budget with approval from the City Administrator. Carryovers should be discussed as early as anticipated. Unspent department budgets not receiving approval are swept into the General Fund Balance at the end of any given fiscal year.
HISTORY	

BEAVER DAM Life is good here	TITLE:	**BUDGET POLICY**		
	POLICY #:	**306**		
POLICY SOURCE	FINANCE DEPARTMENT		PAGES	4
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX	

PURPOSE	The purpose of this policy is to establish a clear framework and standard practices for the development, adoption, execution, and monitoring of the City's budget. This policy is intended to ensure that the City's financial resources are planned, allocated, and managed in a manner that supports the community's strategic priorities, maintains fiscal stability, and complies with the legal requirements of Wisconsin's municipal budget statutes. By defining roles, responsibilities, timelines, and budgetary controls, the policy promotes transparency, accountability, and prudent stewardship of public funds; facilitates sound decision-making by the governing body; and provides residents with a clear understanding of how limited municipal resources are matched to the services the City provides. Consistent with statutory requirements, the policy also supports a balanced budget that aligns estimated revenues and other financing sources with proposed expenditures and provides a basis for effective monitoring of actual performance against the approved plan.
POLICY	**DEFINITION OF FUND STRUCTURE** The City of Beaver Dam uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities. Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB). For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary/agency. 1. *Governmental Funds*

	Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund and Capital Project Funds. A. The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose, provided it is expended or transferred according to the general laws of Wisconsin and the City of Beaver Dam. B. Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions. C. Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest. D. Capital Projects Funds account for financial resources to be used for acquisition of equipment and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied. 2. *Proprietary Funds* Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service. Enterprise funds are used to account for operations that provide goods or services to external users for a fee. Internal service funds are used to account for operations that provide goods or services primarily to other departments or funds within the government on a cost-reimbursement basis. 3. *Fiduciary/Agency Funds* Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the Agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The City does not have to appropriate agency funds. Agency funds account for money a government holds in an agency capacity on behalf of another person or entity. Therefore, a government has minimal discretion in spending this money.

CAPITAL BUDGETING

Capital projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling $10,000 or more, having a useful life of at least three years. [See Policy 307 for information on Capital Improvement Planning.]

Projects will be funded by a combination of note proceeds, bond proceeds, grants, government loans, gifts and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project. [See Policy 304 Debt Policy]

BUDGET TIMELINE GUIDE

April – June	Capital Improvement Plan is assembled by staff
Prior to July 1	Finance Department prepare and provides the wage and fringe information for each department
July	Capital Improvement Plan is Adopted by City Council.
Prior to Aug 1	Finance Department distributes first 6 months of revenue and expenses to departments to assist in budget preparations.
August-September	City Administrator meets with Departments as needed and Assembles Draft Budget Proposal
Prior to Sept 1	All Departments and partner agencies provide completed budget drafts to the Finance Department.
Prior to Sept 15	Health Insurance Rates and Wage Adjustments are finalized for draft budget.
October	Council budget review session
November	Hold public hearing and Council adopts the budget and levy
December	Tax bills are generated and distributed. Budget is Added to City Website.

	BUDGET TRANSFER Annually the City Council adopts a fiscal budget for the City. This budget is adopted via Resolution on a department basis, and any modification thereof requires a Budget Amendment Resolution with a 2/3 vote of the City Council. A class 1 notice of the budget amendment must be published within 15 days after adoption. Department Heads are authorized to spend budgeted operating funds within their department and are responsible for monitoring their budgets. At a minimum, budgets shall balance before the fiscal year-end. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department Heads may not manipulate revenues and expenses to avoid budget overdrafts. The City Administrator will monitor activity through monthly budget-to-actual reporting provided by the Finance Department.
HISTORY	

BEAVER DAM Life is good here	TITLE:	CAPITAL IMPROVEMENT PLAN POLICY	
	POLICY #:	307	
POLICY SOURCE	CITY ADMINISTRATOR	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	It is the policy of the City of Beaver Dam to annually adopt a five-year capital improvement plan to apply predictability to anticipated large purchases. By segregating purchases that last for multiple years and have higher costs, the City is able to smooth out the operating budget from year to year and better track increased operating costs. This will aid the City in keeping tax rates and the City levy on an even trajectory, avoiding disruptive swings for our taxpayers. Annually that Capital Improvement Plan is used to determine what capital items are added to the Capital Improvement Fund Budget. It is further anticipated that the City of Beaver Dam will lean on borrowing in support of the capital budget.
POLICY	**DEFINITIONS** A Capital Improvement is any purchase made that costs more than $10,000 and lasts more than three years. **AUTHORITY** Annually, the City Administrator proposes a Capital Improvement Plan to the City Council. **TIMELINE GUIDE** The City Administrator, in conjunction with assigned department heads, shall assemble the draft Capital Improvement Plan during the second quarter of the year. The Operations Committee will review the draft proposal during the third quarter of the year. The Plan shall then be adopted by the City Council each September. Once the Capital Improvement Plan is adopted by the City Council it shall be added to the City's website and serve as a guide to complete the Capital Fund (fund 40) portion of the next fiscal year budget. At any time during the budget process, the expenses of the Capital Fund may be modified by staff. The Capital Improvement Plan is a plan or guide to help ensure great thought is put into planning efforts and that we are purposeful when making large capital expenditures.

	In response to inflationary impacts, deferred infrastructure needs, and planned expansion of public streets and facilities, the City shall incorporate a 10% annual increase in funding for projects identified in each plan year.
HISTORY	

BEAVER DAM Life is good here	TITLE:	**PROCUREMENT POLICY**		
	POLICY #:	**308**		
POLICY SOURCE	FINANCE DEPARTMENT		PAGES	10
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX	

<table>
<tr><td>PURPOSE</td><td>The purpose of this policy is to provide city employees with uniform guidance in the procurement of goods and services. The controls and procedures set forth are intended to provide reasonable assurance that the most cost-effective service that serves the best interests of the City of Beaver Dam is obtained, while balancing the need for flexibility and efficiency in departmental operations.</td></tr>
<tr><td>POLICY</td><td><u>AUTHORITY</u>

This policy applies to the procurement of goods and services by all departments and divisions of the City of Beaver Dam. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence. Nothing in this policy shall limit the statutory authority granted to the Police and Fire Commission or the Library Board.

<u>GOALS</u>

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchase contracts are made incompliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase, award of contract and disbursement of public funds.

<u>ETHICAL STANDARDS</u>

All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. The City's Personnel Policies and Procedures Handbook provides general ethical standards and conduct expectations.</td></tr>
</table>

	In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict. 1. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award. 2. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors or vendors. 3. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors, subcontractors or vendors. 4. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors or venders that would give them advantage over other potential contractors or vendors. 5. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. **DEFINITIONS** *Types of Bidding Process:* 1. 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. 2. Request for Information (RFI) - Commonly used to develop lists of qualified sellers and gain more input for resource availability. 3. Request for Proposal (RFP) - Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price. Proposals will include qualifications that will be evaluated and may be used to justify selecting a proposal that is not the lowest bid price. 4. 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.

	Types of Employees: 1. Department Head - City employee having responsibility for a department or office on behalf of which moneys were appropriated in the city budget for purchases. 2. Purchasing Agent - City employee assigned by the Department Head to make department-wide purchases and process department invoices and payments. Typically, this employee is second in command to the Department Head. 3. General Employee - All other city staff that have been delegated purchasing authority as established by the Department Head within the policy threshold. *Types of Services:* 1. Contractor services - The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service will include but are not limited to refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy as outlined below. The cost shall be determined by considering the maximum total expenditure over the term of the contract. 2. Construction services - The substantial repair, remodeling, enhancement construction or other changes to any city owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy as outlined below. 3. Combined goods and services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services. 4. Professional services - Consulting and expert services provided by a company, organization or individual. Examples of professional services include attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone. For this reason, greater discretion is attributed to professional services rather than lowest cost through competitive bid. **AUTHORITY ROLES AND RESPONSIBILITIES** The Governing Body is responsible for approving and adopting an annual operating budget to guide city expenditures, adopting the Purchasing Policy, setting city policy and decision-making regarding large purchases, determining

	whether services shall be performed by officers and employees or third-party contractors (with limited exceptions as delegated to the City Administrator, officers, and Department Heads within this Policy), and providing direction on the provision of city services. 1. The City Administrator is responsible to the Governing Body for the enforcement of the Purchasing Policy. The City Administrator may approve procedures to assist in the understanding and compliance with the Purchasing Policy. The Purchasing Policy and procedures issued by the City Administrator shall be applicable to all city employees and officers. Deviation from this Policy may only be made upon the approval and at the discretion of the City Administrator pursuant to the Emergency Purchases. 2. Under the authority of the Governing Body and the City Administrator, Department Heads are delegated purchasing authority and responsibility as established in this policy and as set by the annually adopted city operating budget. Department Heads are responsible for ensuring their department's purchasing activities are in accordance with the rules and regulations set forth herein. **GENERAL GUIDELINES** These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services. 1. Discretion of Bidding Process - Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include Request for Bid (RFB), Request for Information (RFI), Request for Proposal (RFP), Request for Quotations (RFQ). The method by which requests are solicited and proposals are received may be 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. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1). 3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical services can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

4. Purchasing Oversight – Department heads have the responsibility for procurement within their individual departments.

5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, City Administrator and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding $25,000 shall require the department Head to provide written notice to the Common Council. An emergency is defined as flooding, tornado, dam breach, earthquake, FEMA qualified disasters, criminal or terrorist attacks, major disruption to city infrastructure or other threat to employee and/or public health and safety.

6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.

7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple contracts, subcontracts, or purchase orders to the same vendor for the same good or service in any 90-day period in order to avoid the requirements of the procurement policy.

8. Policy Review – This policy may be periodically reviewed by the Administrative Committee.

COMPETITIVE PURCHASING

Whenever practical the purchase of services should be conducted based upon a competitive process unless exempted by this policy or approved otherwise by the committee, commission or board of jurisdiction or the Common Council:

1. Informal Quote and Bid Process - Departments may use an informal bid or RFQ process to document market competition for procurements with an estimated cost of less than $50,000. Quotations are written or verbal statements of prices, terms of sale and description of goods or services offered to the City by a prospective contractor. Unless a purchase qualifies for an exception listed below, quotations from multiple firms shall be used as documentation of purchases with a cost of at least $10,000.00 but less than $50,000. All quotations should be in writing.

2. Formal Bid and Request Process - If it is estimated that the service being solicited has a total cost of over $50,000 or when state statute mandates, a formal RFB or RFP process shall be used to solicit vendor responses. The Department Head shall be responsible for the preparation of all Request specifications, notices and advertising.

	Prequalification of proposers may be done at the discretion of the Department Head. a) The purpose of formal bid and proposal process is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost. b) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable. c) Formal bids and requests shall be publicly noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening. d) Information to be requested of the proposer should include: Number of years the proposing company has been in business, company's experience in the area of desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff that will be associated with the project/service, list of references, insurance information. In addition, the proposal should provide information about the City, scope of services requested and any outcomes. The proposal should also identify evaluation factors and relative importance. e) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process. f) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person. g) Proposals shall be opened and recorded, and a tabulation of proposals received shall be available for public inspection. The Department Head and selection committee (if applicable) will then review the proposals and make a selection. Proposals shall be reviewed and approved by the committee of jurisdiction. 2. <u>Exceptions</u> - The only exceptions to a Competitive Procurement process whether formal or informal are: a) 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. b) Emergency purchases and repairs covered by insurance

proceeds.

c) Items purchased by State contract or Cooperative Agreements.

d) Purchases paid with grant funds which require specified purchase procedures.

e) Professional services and other services that have been established as Long Term Services.

f) Purchases under $25,000 with justifications as identified by a Department Head and approved by the City Administrator.

g) For purchases below $5,000, 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.

SOLE SOURCE

Purchase of services under $25,000 may be made without competition when it is agreed in advance between the Department Head and City Administrator. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury, financial or other unusual and compelling reasons, service is available from only one source and no other service will satisfy city requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the City on the basis of time and money of proposal development.

1. Sole source purchase under $10,000 shall be evaluated and determined by the Department Head.
2. Prior to a sole source purchase of $10,000 to $25,000 justification shall be provided to the City Administrator, who must concur and sign off with his or her approval the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding $25,000 must be approved by the Common Council based upon a recommendation from the committee of jurisdiction.

	<u>COOPERATIVE PURCHASING</u> 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 Manager shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The Common 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). When equipment and goods can be purchased under a cooperative purchase agreement or state contract they are not required to be competitively bid. The Common Council will authorize the purchase when the budget and capital improvement plan are adopted each year. Departments need not seek secondary approval at the time of purchase as long as the equipment and good remain within the approved budget. **<u>PROFESSIONAL & LONG TERM SERVICES</u>** 1. <u>Professional Services</u> - Professional services may include, but are not limited to, legal, engineering, financial, medical, information technology, or consulting services. Such complex or technical services may be long-term for continuity. Provided that contracts for professional services or outsourcing contractual officers are subject to Mayoral appointment and consent of the Common Council, contracts for such services may be written to reflect that services will continue until terminated by one of the parties. Best practices that justify professional services without a competitive process include: **a)** The provider has an established relationship and working knowledge of city assets, data, policies, and procedures or expert knowledge that renders an advantage to the City in terms of reduced time and cost, improved production, or reduced monitoring. **b)** The provider was evaluated competitively initially and continues to maintain satisfactory service. **c)** Design costs generally reflect 10-15% of construction estimates, with an additional 5% buffer should the project require federal reporting. **d)** Every five years professional service engagements are reviewed.

2. Contract Renewals – The City may enter into long term contracts up to 5 years. After five years, should a contractor be willing to maintain the contractual terms and price, the City may renew the contract on a year-to-year basis without having to go through a competitive procurement process.

REVIEW AND AUTHORIZATION OF AGREEMENTS

1. Legal Review - All contracts, including but not limited to rental or lease agreements, contracts for services that exceed Department Head purchase authority, facility use agreements, and cooperative agreements, must be reviewed and approved by the City Attorney prior to execution.
2. Record Keeping - A copy of all contracts that exceed Department Head purchase authority of any sort must also be forwarded to the City Clerk for processing and recordkeeping upon execution. A copy of all contracts requiring payment, or the receipt of funds must be forwarded to the Finance Department as promptly as reasonable.
3. Execution - Contracts that exceed Department Head purchase authority shall be signed by the Mayor or designee and counter-signed by the City Clerk, City Administrator or City Attorney. The City Administrator shall certify that funds have been provided by the Common Council to pay the liability that may be incurred under the contract.

CHANGE ORDERS

A change order is an order given to a contractor to expand on work set forth in the original contract. In a majority of the contracts issued by the City, there will be change orders. There will be contracts with a high degree of planning that will not cover unanticipated aspects of the project.
Staff may approve change orders up to 10% of the total cost; however, staff shall not approve a change order over $100,000 without Common Council approval.

Financial information shall be submitted to the Common Councill when partial payments are made. When change orders requested exceed the contract amount by at least 10%, a report of all past change orders will be provided to Common Council with any future change order request.

BUDGET

All purchases shall be made in accordance with the budget approved by the Common Council. The Department Head has the responsibility for managing departmental spending to ensure the departmental budget is not overspent within the department's operating budget, and for initiating Transfer of Fund Requests between accounts when appropriate.

PURCHASING AUTHORITY

~~1.~~ Purchasing Cards – Refer to Policy 304 Credit Card

2. Purchasing Thresholds - The following table indicates final payment authorization for City expenditures.

Expenditure Amount	Authority Classification
$1 to $2,500	General Employees
$2,501 to $5,000	Purchasing Agent
$5,001 to $10,000	Department Head
$10,001 to $25,000	City Administrator
Over $25,000	Governing Body

The Mayor has purchasing authority through use of his or her city-issued purchasing card with a threshold of $5,000.

3. Emergency Threshold - Under a declared emergency, the Mayor and City Administrator may exercise purchasing authority up to $50,000. All emergency purchases shall be reported to the Common Council.

4. Petty Cash - The petty cash fund was established to enable departments to make small, emergency purchases when a check is not available, or a purchasing card cannot be used. Petty Cash expenditures may not be used to circumvent current purchasing procedures. Expenditures of $50 or less made by a city employee may be reimbursed through the petty cash fund. Adequate receipts and documentation must be maintained to support all transactions made from the petty cash fund. Departments will be required to reconcile petty cash receipts once per quarter.

HISTORY	

BEAVER DAM Life is good here	TITLE:	CREDIT CARD POLICY	
	POLICY #:	309	
POLICY SOURCE	FINANCE DEPARTMENT	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	The purpose of this policy is to establish clear guidelines for the issuance, use, reconciliation and control of City-issued credit cards. It is designed to ensure that all card usage is strictly for authorized business expenses, is documented in accordance with City procedures, and supports transparency, accountability and financial integrity within the organization.
POLICY	The City of Beaver Dam will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Beaver Dam may withdraw in the event of serious or repeated abuse. Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Beaver Dam will not regard expenses for one's own business-related use, such as lodging and meals while on City-approved business trips, as personal purchases, if such expenses are consistent with the City of Beaver Dam's travel and expense reimbursement policy. If any employee uses a City credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Beaver Dam. If an employee uses a City credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Beaver Dam's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Beaver Dam. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense. The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Beaver Dam.

	The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits. Prior to issuance of a City of Beaver Dam credit card, each employee shall sign a written acknowledgment confirming receipt of this Credit Card Policy. The acknowledgment shall state that the employee has received, read, and understands the policy; agrees to comply with all requirements and restrictions contained herein; and acknowledges that failure to adhere to the policy may result in disciplinary action, including revocation of credit card privileges and up to and including termination of employment. No credit card shall be issued until the signed acknowledgment is received by the Finance Department. The signed acknowledgment shall be maintained on file in the employee's personnel record. Cardholders approved to use a credit card shall: • Have purchases authorized by the Department Head • Only use the credit card for City of Beaver Dam purchases • Ensure that sales tax is not paid on all exempt purchases • Follow the policy on Employee Reimbursements • Ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes • Report lost of stolen cards immediately to the Finance Department • Upon registration or termination of duties within the City of Beaver Dam, reconcile all expenditures on his/her card account since the last statement and surrender the card upon termination to their Department Head Purchase receipts and invoices shall be turned in to their Department immediately and the Department shall turn over within five (5) working days to Accounts Payable. It is recommended to scan receipts and email to Accounts Payable, ap@ci.beaverdam.wi.gov. Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.
HISTORY	

BEAVER DAM
Life here is good

Credit Card Policy Acknowledgment Form

I acknowledge that I have received a copy of the City of Beaver Dam Credit Card Policy (#309). I understand that the use of a City-issued credit card is a privilege and that all purchases made with the card must be for authorized City business purposes only.

By signing below, I acknowledge and agree to the following:

- I have read and understand the requirements, responsibilities, and restrictions contained in the Credit Card Policy.
- I agree to comply with all provisions of the policy and any related procedures established by the City of Beaver Dam.
- I understand that City-issued credit cards may not be used for personal or unauthorized purchases.
- I understand that I am responsible for promptly submitting receipts and required documentation for all purchases.
- I understand that unauthorized or improper use of a City-issued credit card may result in:
    - Revocation of credit card privileges;
    - Repayment of unauthorized charges and/or related fees
    - Disciplinary action, up to and including termination of employment.
- I agree to immediately report any lost or stolen credit card to the Finance Department.
- I understand that upon transfer, reassignment, or termination of employment, I must surrender the credit card and reconcile any outstanding transactions.

I further acknowledge that no City-issued credit card will be released to me until this signed acknowledgment form has been returned to the Finance Department.

Employee Name (Print): ______________________________

Department: ______________________________

Position/Title: ______________________________

Last Four Digits of Assigned Card (if applicable): ____________

Employee Signature: ______________________________

Date: ________________

BEAVER DAM Life is good here	TITLE:	SNOW AND ICE CONTROL POLICY
	POLICY #:	501

POLICY SOURCE	PUBLIC WORKS DEPARTMENT	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	The purpose of this policy is to guide Public Works personnel with snow and ice control procedures for city maintained infrastructure.
POLICY	**GENERAL PROVISIONS** All existing ordinances regarding snow removal from sidewalks, placing snow into public right of way, and parking regulations during the winter season remain in effect. The City of Beaver Dam will strive to maintain safe conditions for drivers experiencing winter driving conditions. This does not mean that bare, dry pavement free of snow and ice should be expected immediately after snowfall or ice storms. Every winter storm offers different conditions such as wind, temperature, timing, duration, and moisture content. Therefore, this policy must remain flexible to adapt to different variables. **DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES** The determination to begin snow and/or ice control procedures during normal working hours shall be the responsibility of the Public Works Supervisor. During off duty hours, the said determination shall be the responsibility of the on-call Public Works Supervisor in coordination with the Police Department. **SNOW CONTROL PROCEDURES** 1. **Snow Plowing** Snow plowing will typically begin when snow accumulation has exceeded two inches and/or is a traffic hazard. City-wide snow plowing operations will occur according to the following designated priorities: Priority 1 - Main streets (arterial streets) Priority 2 - Secondary streets (collector streets) Priority 3 - Low volume residential through-streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots If other safety concerns exist, such as a hill, a street may be advanced to a higher priority for plowing. For operating efficiency, some lower

	priority streets may be completed when equipment is in the area rather than returning later. This will vary by storm conditions and severity. During storms with heavy snowfall, main streets may have to be continually patrolled. Secondary streets will be patrolled as frequently as possible and low volume residential streets may not be plowed until high priority streets are safe to travel. **2. Snow Removal** Snow removal is necessary in the downtown area where snow storage is not available behind the curb. Snow removal is also necessary in other areas after heavy storms or a series of storms where there is limited or no snow storage area. Snow removal does not occur every time plowing operations occur. This will vary depending on the timing of the storm, the amount of precipitation received, and the forecast. In the days following a heavy storm or series of storms, it may be necessary for Public Works crews to remove snow piles from dead ends, municipal parking lots, cul-de-sacs, and curb lines during normal working hours. This operation will not necessarily be performed after every storm event. **3. Sidewalks** Snow and ice will be cleared from sidewalks abutting city-owned properties only after snow and ice are satisfactorily controlled on city streets. **ICE CONTROL PROCEDURES** Ice control operations can vary greatly, depending on whether there is a need for citywide coverage, or if there are isolated slippery areas. The Police Department and Public Works supervisors will communicate to determine priority locations. Attention is given to City streets according to the following designated priorities: Priority 1 - Main streets (arterial streets) Priority 2 - Secondary streets (collector streets) Priority 3 - Low Volume Residential through streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots Arterial streets and some collector streets will often be treated along the entire route, while some collector streets and residential streets will only be treated at intersections, curves, and hills. Prior to a predicted snow and ice event, it may be necessary to initiate pretreatment operations consisting of an application of liquid salt brine and/or other chemicals to dry roads. This pretreatment application is intended to keep the snow and/or ice from bonding to the road surface for easier control.
HISTORY	*None.*

BEAVER DAM Life is good here	TITLE:	STREET NAMING AND RENAMING POLICY	
	POLICY #:	505	

POLICY SOURCE	DIRECTOR OF ENGINEERING	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

<table>
<tr><td>PURPOSE</td><td>The purpose of this policy is to establish a uniform procedure for the naming and renaming of streets (public and private) throughout the City of Beaver Dam, to ensure accuracy of the City's addressing to facilitate efficient emergency response and service delivery, and to promote clear wayfinding throughout the street system.</td></tr>
<tr><td>POLICY</td><td><u>FINDINGS</u>

The Common Council finds that a uniform procedure for naming and renaming City streets is essential for the public health, safety, and welfare of the City. The Common Council also finds that street name changes on inhabited streets lead to confusion and inconvenience for residents, businesses, emergency personnel, visitors, utilities, the United State Postal Service, and other delivery and service agencies. Street name changes also require a significant amount of staff time to achieve; therefore, the Common Council strongly discourages renaming streets unless exceptional circumstances dictate otherwise.

<u>AUTHORITY</u>
The Common Council has the authority for the naming and renaming of all City streets by passing or rejecting a resolution for such. The said resolution may be in conjunction with an approved plat, certified survey map, or other legally recorded survey instrument.

<u>STREET NAMING REQUIREMENTS</u>

All new streets or renamed streets shall be named in compliance with the following criteria:
1. Duplicate street names in the City of Beaver Dam or townships directly abutting the City are not permitted for new streets except where subsection 2. applies. No street name shall phonetically sound like another street name or a commercial/private facility in the City of Beaver Dam or townships directly abutting the City (i.e., see and sea, beach and beech, Tennis Court, etc.). All configurations of the same phrase or word are considered duplicate (i.e., Sandstone and Sand Stone).
2. Existing street names shall be used when they are or would be logical extensions of existing streets, even if separated by developed or undeveloped land.
3. Length of street names, including the abbreviated street prefix and/or suffix along with spaces, shall be 20 characters or less.</td></tr>
</table>

	4. Street names shall only be composed of English alphabet letters. Abbreviations, articles, periods, punctuation, hyphens, apostrophes, symbols, or special characters are not permitted in street names. Numeric street names shall be spelled (i.e., Third rather than 3rd). The most common spelling of a street name must be used (i.e., Wind rather than Wynd). 5. Standard directional notations (i.e., north, south, east, or west) shall only be permitted as a prefix to the street name and street type notations (i.e., road, lane, avenue, etc.) shall only be permitted as a suffix to the street name. 6. No street shall change direction more than 90 degrees without a change in street name unless the street is a circle. Street name changes shall occur at an intersection whenever possible. Where a change cannot occur at an intersection, the change shall occur at a point where the street orientation changes from the primarily north-south direction to the east-west direction. Such designation point shall be clearly shown on the survey instrument that creates the street name or within an exhibit attached to the resolution adopting the street name. 7. Street names are not permitted to be discriminatory or derogatory towards race, sex, color, national origin, creed, political affiliation, or other protected classes as recognized by state or federal law. 8. Street names are not permitted to have sexual overtones or names that may be considered offensive due to inappropriate humor, insult, parody, slang, or double meanings. 9. Street names shall only be assigned one street type suffix (i.e., road, lane, avenue, etc.). 10. Street names shall be easy to spell and pronounce. Street names that tend to be mispronounced, misspelled, or difficult to pronounce/spell are not permitted (i.e., Reign, Parmesan or Aqueous). 11. Only street types designated by the United States Postal Service Addressing Standard (https://pe.usps.com/text/pub28/28apc_002.htm) are permitted. 12. Street names shall not reference the names of an individual person, business, or organization, except those with substantial historical or civic significance as determined by the Common Council. The name of a living individual is not permitted. **STREET RENAMING CRITERIA** No street shall be renamed in the City of Beaver Dam unless Common Council finds by clear, satisfactory, and convincing evidence one of the following to be true: 1. A name change is necessary or desirable to improve emergency personnel or emergency vehicle response. 2. The name is erroneous compared to the City cadastral map or City Official Map.
HISTORY	None