



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

COMMON COUNCIL AGENDA
MONDAY, MAY 14, 2018
REEDSBURG CITY HALL COUNCIL CHAMBERS
7:00 P.M.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

THE COUNCIL WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COUNCIL BY MEMBERS OF THE PUBLIC. THE COUNCIL WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.

I. CONSENT AGENDA: (one motion to approve all Consent items)

- A. Approve minutes from the Council meeting held on April 17, 2018 and April 23, 2018.
- B. April 2018 - Bills (Printout Attached).
- C. April 2018 - Building Permits (Report Attached).
- D. Operator's Licenses (New) – Whitney Locken - Location: The Vault Wine Bar and Lounge.
- E. Operator's Licenses (New) – Craig Stovey, - Location: Quillins Quality Food.
- F. Approve Original Alcohol Beverage Retail License: Quillins Quality Foods, 115 2nd Street, Reedsburg WI.
- G. Approve Original Alcohol Beverage Retail License: Quillins Wine and Spirits, 137 2nd Street, Reedsburg WI.

II. MAYOR PROCLAMATIONS, PRESENTATIONS, APPOINTMENTS:

- A. Proclamation: Emergency Medical Services Week: May 20 to 26, 2018.
- B. 2017 Development Services report.
- C. Design Reedsburg - Update
- D. Reminder: Annual Ethics Policy 1.20 – Signatures due to City Admin. or City Clerk –Treasurer.

III. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Finance Committee:
 - 1. Approve/Deny - Historical Preservation Commission - Webb Fund Request.
 - 2. Approve/Deny - Lakeside Foods reimbursement of "Park Impact Fees".
 - 3. Approve/Deny - Purchase of Scrubber Replacement and Compact Sweeper.
 - 4. Approve/Deny - Setting aside the 2018 "Farmers Market" Fees for a second year.
- B. Industrial and Commercial Development Commission: Approve/Deny Memorandum of Understanding with Service Line Inc. (TIF#9).
- C. Ordinance Committee: 2nd Reading and Public Hearing for Ordinance 1868-18. An Ordinance to amend Chapter 9: Orderly Conduct. Amend Chapter 9.03 Section 6 – Purchase or Possession of Cigarettes or Tobacco Products by Persons Under the age of 18 Prohibited.
- D. Planning Committee: 2nd Reading and Public Hearing for Ordinance for Ordinance 1870-18. An Ordinance to amend Chapter 17: Zoning. Amend Chapter 17.04 section 62 - Outlot.

- E. Ordinance Committee: 2nd Reading and Public Hearing for Ordinance 1871-18. An Ordinance to add a new section to Chapter 4: Police Department. Adding Chapter 4.07 and renumber current Chapter 4.07 Penalties to Chapter 4.10.
- F. Planning Committee: Introduction, 1st reading and setting Public Hearing on June 11, 2018 for Ordinance 1872-18. An Ordinance to amend zoning for 415 Midway Drive.
- G. Public Safety Committee: Review and Approve 2018 Emergency Operation Plan.
- H. Plan Commission: Consider preliminary review and Development Agreement of proposed subdivision plat. – 900 Mary Ave; Parcel #1477 – Jacob Stanek

IV. GENERAL BUSINESS:

- A. Approve/Deny City Council cancelling the May 28, 2018 Council Meeting - Memorial Day.
- B. Receive and File - 2018 - 1st Quarter Financial Report (Unaudited)

V. CITY ADMINISTRATOR REPORTS:

- A. Monthly City Administrator Report – No Report.

VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS: (1st Meeting of the Month)

Finance Committee (1st Meeting – Prior to CC)

- | | |
|------------------------------------|--|
| Airport Commission | Ambulance Committee* |
| City Plan Commission | Ethics Committee * |
| Historical Preservation Commission | Reedsburg Industrial Commercial Dev. Commission* |
| Library Board | Room Tax Commission * |
| Personnel Committee (No Meeting) | Reedsburg Area Development Council * |
| | Reedsburg Arts Committee * |
| | Public Safety Committee * |
| | Board of Review * |
| | Joint Review Board * |

* Report at next City Council meeting following most recently held Commission, Committee or Board meeting

VII. OFFICE OF THE MAYOR:

- A. Upcoming Community Events

VIII. ADJOURN

Posted: May 10, 2018

Last Resolution: 4329-18

Last Ordinance: 1872-18



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

City of Reedsburg Meeting of the Common Council April 17, 2018

Present: Mayor Dave Estes; Aldermen, Dave Moon, Mike Gargano, Phil Peterson, Jim Heuer, Dave Knudsen, and Brandt Werner.
Absent: Aldermen Craig Braunschweig, Jason Schulte, and Calvin Craker.
Others Present: City Administrator Stephen Compton, City Clerk-Treasurer Jacob Crosetto, City Attorney Jim Gerlach, Assistant City Attorney Derek Horkan, Citizens, Press.

Mayor Estes called the special reorganization meeting of the Common Council to order at 7:08 p.m. in the Common Council Chambers.

City Clerk-Treasurer Crosetto swore in Mayor Dave Estes, Alderman Dave Moon, and Alderman Jim Heuer.

GENERAL BUSINESS

1. Mayoral Appointments to Boards, Committees and Commissions
 - a. **Motion: Werner, Second: Heuer to approve Mayoral appointments with Mayor's proposed changes. Motion carried 6-0.**

2. Election of Council President for a one-year term
 - a. **Mayor Dave Estes opened the nomination process for the Council President.**
 - b. **Motion: Peterson, Second: Heuer to nominate Mike Gargano as Council President**
 - i. **Mike Gargano accepted the nomination.**
 - c. **Mayor Estes closed the nomination process.**
 - i. **Vote: 6-0; Mike Gargano selected as Council President for 2018-2019.**

3. Appointment of City Attorney for a one-year term
 - a. **Motion: Gargano, Second: Knudsen to approve LaRowe, Gerlach, and Taggart LLP as the City Attorney for 2018-2019. Motion carried 6-0.**

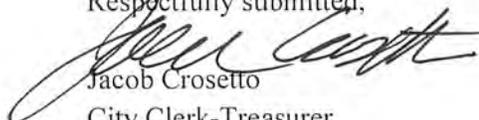
4. Resolution 4332-18: Naming public depositories for City funds
 - a. **Motion: Moon, Second: Peterson to approve Resolution 4332-18 as presented. Motion carried 6-0.**

5. Resolution 4233-18 Election of official newspaper for the City
 - a. **Motion: Knudsen, Second: Heuer to approve Resolution 4233-18 as presented. Motion carried 6-0.**

Motion to adjourn by Gargano with a second from Heuer. Motion carried 6-0.

Meeting adjourned at 7:16 p.m.

Respectfully submitted,


Jacob Crosetto
City Clerk-Treasurer

City of Reedsburg Meeting of the Common Council April 23, 2018

Present: Mayor Dave Estes; Aldermen, Dave Moon Jason Schulte, Mike Gargano, Calvin Craker, Dave Knudsen, and Brandt Werner.

Absent: Aldermen Braunschweig, Peterson, and Heuer.

Others Present: Stephen Compton, Jacob Crosetto, Brian Duvalle, Sue Ann Kucher, Derek Horkan, Steve Zibell, Matt Scott, Citizens, Press.

Mayor Estes called the regular session of the Common Council to order at 7:00 p.m. in the Common Council Chambers.

Approve Consent Agenda: consisting the minutes from the Council meeting held on March 26, 2018; March 2018 Building Permit Report; Operator's Licenses for Verstein, Jensen, and Bushweiler; and Temporary Class "B"/"Class B" Retailers License for the Reedsburg Jaycees – Butterfest – Date: June 12-17 – Location: 1403 Viking Drive; Temporary Class "B"/"Class B" Retailers License for Reedsburg Jaycees – Hunters Night Out – Date: November 3, 2018 – Location: Reedsburg Jaycees/Lions Building – 1403 Viking Dr.

Motion: Schulte, Second: Gargano to approve the items on the consent agenda. Motion carried 6-0.

MAYOR PROCLAMATIONS, PRESENTATIONS, AND APPOINTMENTS:

- A. Proclamation: Arbor Day 2018 – April 27, 2018
- B. Recognition of International Migratory Bird Day–May 12, 2018. Approve Resolution: 4331-18
 - a. **Motion by Knudsen, Second: Craker to approve Resolution 4331-18. Motion carried 6-0.**

RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

- A. Ordinance Committee: Amending language approved last meeting to include County of Sauk annexation language as required under Ordinance 1866-18.
 - a. **Motion: Gargano, Second: Moon to approve the amendment to Ordinance 1866-18 as presented. Motion carried 6-0.**
- B. Planning Commission: 2nd Reading and hold Public Hearing on Ordinance 1867-18 an ordinance to rezone Parcel #030-0362-00000 – as governmental zoning: Address: E6977 E Reedsburg Road, Reedsburg WI.
 - a. **Motion: Werner, Second: Schulte to approve Ordinance 1867-18 as presented. Motion carried 6-0.**
- C. Ordinance Committee: Introduction, 1st reading and setting Public Hearing on May 14, 2018 for Ordinance 1868-18. An Ordinance to amend Chapter 9: Orderly Conduct. Amend Chapter 9.03 Section 6 – Purchase or Possession of Cigarettes or Tobacco Products by Persons Under the age

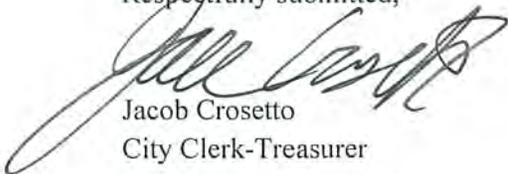
of 18 Prohibited.

- a. **Motion: Moon, Second: Craker to approve setting the public hearing for Ordinance 1868-18 for May 14, 2018. Motion carried 6-0.**
- D. Planning Committee: Introduction, 1st reading and setting Public Hearing on May 14, 2018 for Ordinance 1870-18. An Ordinance to amend Chapter 17: Zoning. Amend Chapter 17.04 section 62 - Outlot.
 - a. **Motion: Knudsen, Second: Gargano to approve setting the public hearing for Ordinance 1870-18 for May 14, 2018. Motion carried 6-0.**
- E. Ordinance Committee: Introduction, 1st reading and setting Public Hearing for May 14, 2018 on Ordinance 1871-18. An Ordinance to add a new section to Chapter 4: Police Department. Adding Chapter 4.07 and renumber current Chapter 4.07 Penalties to Chapter 4.10.
 - a. **Motion: Moon, Second: Schulte to approve setting the public hearing for Ordinance 1871-18 for May 14, 2018. Motion carried 6-0.**
- F. Planning Commission: Approve/Deny: Resolution 4336-18 – A Certified Survey Map (CSM) for 345 N. Dewey Avenue.
 - a. **Motion Gargano, Second: Knudsen to approve Resolution 4336-18 as presented. Motion carried 6-0.**
- G. Planning Commission: Approve/Deny: Resolution 4337-18 – A Certified Survey Map (CSM) for Enterprise Drive.
 - a. **Motion: Gargano, Second: Craker to approve Resolution 4337-18 as presented. Motion carried 6-0.**

Motion to adjourn by Gargano with a second from Craker. Motion carried 6-0.

Meeting adjourned at 7:28 p.m.

Respectfully submitted,



Jacob Crosetto
City Clerk-Treasurer

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-131630 A/R UTILITY (VISION PREMIUMS)							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION PREMIUMS	04/05/2018	211.48	211.48	04/12/2018
Total 10-131630 A/R UTILITY (VISION PREMIUMS):					211.48	211.48	
10-131650 A/R UTILITY (DENTAL PREMIUMS)							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS	04/05/2018	2,008.16	2,008.16	04/12/2018
Total 10-131650 A/R UTILITY (DENTAL PREMIUMS):					2,008.16	2,008.16	
10-131660 A/R UTILITY (METLIFE PREMIUMS)							
130652	METLIFE SBC	KM05735175-0	LIFE INS - MAY	04/16/2018	117.30	117.30	04/26/2018
Total 10-131660 A/R UTILITY (METLIFE PREMIUMS):					117.30	117.30	
10-213430 LIFE INSURANCE DEDUCTIONS							
130675	SECURIAN FINANCIAL GROUP,	002832L-0518	LIFE INS - MAY	04/09/2018	1,375.85	1,375.85	04/12/2018
Total 10-213430 LIFE INSURANCE DEDUCTIONS:					1,375.85	1,375.85	
10-213610 UNION DUES DEDUCTIONS							
231168	WPPA	WPPA - 0418	POLICE OFFICERS UNION DUES	04/01/2018	627.00	627.00	04/12/2018
Total 10-213610 UNION DUES DEDUCTIONS:					627.00	627.00	
10-213915 VISION PREMIUMS							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION PREMIUMS	04/05/2018	390.76	390.76	04/12/2018
Total 10-213915 VISION PREMIUMS:					390.76	390.76	
10-213925 DENTAL PREMIUMS							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS	04/05/2018	3,011.44	3,011.44	04/12/2018
Total 10-213925 DENTAL PREMIUMS:					3,011.44	3,011.44	
10-213935 METLIFE PREMIUMS							
130652	METLIFE SBC	KM05735175-0	LIFE INS - MAY	04/16/2018	290.91	290.91	04/26/2018
Total 10-213935 METLIFE PREMIUMS:					290.91	290.91	
10-217620 MOBILE HOME TAXES-SCHOOL							
190962	SCHOOL DIST OF REEDSBURG	LOTTERYCRE	LOTTERY CREDIT MOBILE HOMES	04/05/2018	7,895.71	7,895.71	04/12/2018
190962	SCHOOL DIST OF REEDSBURG	MHT0318	MOBILE HOME TAX - MARCH 2018	04/16/2018	3,567.82	3,567.82	04/26/2018
Total 10-217620 MOBILE HOME TAXES-SCHOOL:					11,463.53	11,463.53	
10-433200 DOG & CAT LICENSES							
263197	JERRY HOLLENDYKE	JH040418	REFUND FOR LATE FEE FOR TWO NEW DOGS	04/04/2018	10.00	10.00	04/12/2018
Total 10-433200 DOG & CAT LICENSES:					10.00	10.00	
10-435100 BUILDING PERMITS							
262120	WAUNAKEE REMODELING	WR040218	PERMIT REFUND/OVERPAYMENT	04/02/2018	35.00	35.00	04/12/2018

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-435100 BUILDING PERMITS:					35.00	35.00	
10-446410 PARK FEE REVENUES							
263199	ELIZABETH NEWKIRK	EN040918	SHELTER REFUND	04/09/2018	25.00	25.00	04/12/2018
Total 10-446410 PARK FEE REVENUES:					25.00	25.00	
10-513500-03 ADMINISTRATOR - OPERATING							
262051	ICMA	323064-2018	2018 MEMBERSHIP DUES-COMPTON	04/17/2018	449.28	449.28	04/26/2018
Total 10-513500-03 ADMINISTRATOR - OPERATING:					449.28	449.28	
10-514110-03 LEGISLATIVE SUPPORT-OPERATING							
140729	NEWS PUBLISHING, INC	99105839-031	ADS/LEGALS/NOTICES	03/31/2018	783.53	783.53	04/12/2018
Total 10-514110-03 LEGISLATIVE SUPPORT-OPERATING:					783.53	783.53	
10-514120-03 ELECTIONS - OPERATING							
110551	KRUEGER OFFICE SUPPLIES	79846	DIVIDERS, LEATHER TABS FOR ELECTION	03/22/2018	8.70	8.70	04/12/2018
110551	KRUEGER OFFICE SUPPLIES	79926	MESH LETTER HOLDER - ELECTIONS	03/30/2018	38.10	38.10	04/12/2018
190936	SAUK COUNTY CLERK	SCCO042018	SPRING PRIMARY & SPRING ELECTION CHARGES	04/20/2018	769.87	769.87	04/26/2018
Total 10-514120-03 ELECTIONS - OPERATING:					816.67	816.67	
10-514230-03 LABOR RELATIONS							
20138	BOARDMAN & CLARK LLP	100511	GEN. LABOR MATTERS - SERVICES	04/20/2018	451.00	451.00	04/26/2018
Total 10-514230-03 LABOR RELATIONS:					451.00	451.00	
10-514240-03 TRAINING							
262630	DINERS CLUB COMMERCIAL	9503-0318	CONFERENCE EXPENSES	03/28/2018	23.59	23.59	04/09/2018
262839	JACOB CROSETTO	JC041618	MILEAGE REIMBURSEMENT TO MTAW SPRING CONFERENCE 302 MILES	04/16/2018	164.59	164.59	04/17/2018
Total 10-514240-03 TRAINING:					188.18	188.18	
10-515110-03 GENERAL MANAGEMENT - OPERATING							
180844	2ND STREET MARKET	00457422	KETCHUP - CITY HALL	03/27/2018	1.00	1.00	04/12/2018
262630	DINERS CLUB COMMERCIAL	9503-0318	BOARD OF REVIEW MATERIALS	03/28/2018	85.00	85.00	04/09/2018
110551	KRUEGER OFFICE SUPPLIES	79720	DYMO LABELS	03/08/2018	45.98	45.98	04/12/2018
110551	KRUEGER OFFICE SUPPLIES	79767	FLASH DRIVE, BATTERIES, TAPE - CITY HALL	03/14/2018	71.27	71.27	04/12/2018
110551	KRUEGER OFFICE SUPPLIES	79933	ALUM CORK BOARD FOR OUTSIDE CITY HALL	04/01/2018	290.99	290.99	04/12/2018
120605	LORRAINES INC	10350307	IPHONE CASE - CROSETTO	03/29/2018	24.99	24.99	04/12/2018
160760	PITNEY BOWES, INC	1006913000	RED INK CARTRIDGES FOR POSTAGE MACHINE - CITY HALL	03/24/2018	237.98	237.98	04/12/2018
262890	TRANSCENDENT TECHNOLOGI	M1599	ANNUAL SOFTWARE MAINTENANCE	01/01/2018	950.00	950.00	04/26/2018
221075	VIKING VILLAGE	152300-0318	PLATES, DISH SOAP - CITY HALL	03/31/2018	11.70	11.70	04/12/2018
Total 10-515110-03 GENERAL MANAGEMENT - OPERATING:					1,718.91	1,718.91	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-515120-03 MUNICIPAL COURT - OPERATING							
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	29.12	29.12	04/26/2018
262459	WISCONSIN MUNICIPAL COUR	EHRHARDT20	WMCCA 2018 DUES - EHRHARDT	04/24/2018	40.00	40.00	04/26/2018
262459	WISCONSIN MUNICIPAL COUR	WOHLING 201	2018 WISCONSIN MUNICIPAL COURT CLERK DUES	04/09/2018	40.00	40.00	04/12/2018
261490	WMCCA	WOHLING0420	WMCCA- THE JUDICIAL EDUCATION CERTIFICATE PROGRAM REGISTRATION - WOHLING	04/20/2018	260.00	260.00	04/26/2018
Total 10-515120-03 MUNICIPAL COURT - OPERATING:					369.12	369.12	
10-515121-03 STATE FEES - COURT							
231139	STATE OF WISCONSIN	56-15663-0318	COURT FEES - MARCH	03/31/2018	7,306.05	7,306.05	04/12/2018
Total 10-515121-03 STATE FEES - COURT:					7,306.05	7,306.05	
10-515122-03 COUNTY FEES - COURT							
190940	SAUK COUNTY TREASURER	CTFEES0318	COURT FEES - MARCH	03/31/2018	2,281.74	2,281.74	04/12/2018
Total 10-515122-03 COUNTY FEES - COURT:					2,281.74	2,281.74	
10-515123-03 RESTITUTION FEES - COURT							
180844	2ND STREET MARKET	NSF033118	RESTITUTION	03/31/2018	317.38	317.38	04/12/2018
70375	GAWRONSKI SIGNS & ADVERTI	NSF033118	RESTITUTION BROONER	03/31/2018	315.13	315.13	04/12/2018
262554	JESSICA GAHLMAN	RESTITUTION	RESTITUTION WYNKOOP	03/31/2018	15.62	15.62	04/12/2018
263185	KELLI D. HARSHBARGER	RESTITUTION	RESTITUTION STODDARD	03/31/2018	.96	.96	04/12/2018
263127	MANDY LAACK	RESTITUTION	RESTITUTION FRANK	03/31/2018	45.56	45.56	04/12/2018
261791	MEDIA WAREHOUSE	RESITUTION0	RESTITUTION KERR	03/31/2018	31.50	31.50	04/12/2018
262498	MICHELLE MACHOVEC	RESTITUTION	RESTITUTION	03/31/2018	187.00	187.00	04/12/2018
263196	MIRANDA VANZEELAND	RESTITUTION	RESTITUTION BRIONES	03/31/2018	100.00	100.00	04/12/2018
263195	PAUL DECKARD	RESTITUTION	RESTITUTION	03/31/2018	163.00	163.00	04/12/2018
180855	REEDSBURG AREA MEDICAL	RESTITUTION	RESTITUTION	03/31/2018	45.18	45.18	04/12/2018
180890	REEDSBURG TRUE VALUE	RESTITUTION	RESITUTION - FRANKFOURTH	03/31/2018	94.94	94.94	04/12/2018
262150	SHOPKO STORES OPERATING	NSF033118	RESTITUTION	03/31/2018	156.60	156.60	04/12/2018
263198	STACIA TORKELSON	RESTITUTION	RESTITUTION - HUFFMAN	03/31/2018	202.23	202.23	04/12/2018
191007	STEVES AUTO SERVICE INC.	NSF033118	NSF CK HELLEM, STEMPE	03/31/2018	358.48	358.48	04/12/2018
221076	VIKING VILLAGE	RESTITUTION	RESTITUTION	03/31/2018	3.72	3.72	04/12/2018
261986	WESTWOOD COURT LLC	RESTITUTION	RESTITUTION - KOSTERMAN	03/31/2018	836.00	836.00	04/12/2018
Total 10-515123-03 RESTITUTION FEES - COURT:					2,873.30	2,873.30	
10-515125-03 TOWN OF LAVALLE FEES - COURT							
201100	TOWNSHIP OF LAVALLE	CTFEES0318	COURT FEES - MARCH	03/31/2018	352.69	352.69	04/12/2018
Total 10-515125-03 TOWN OF LAVALLE FEES - COURT:					352.69	352.69	
10-515200-03 ASSESSMENT OF PROPERTY							
10046	ASSOCIATED APPRAISAL INC.	133673	ASSESSOR SERVICES	04/01/2018	3,620.91	3,620.91	04/12/2018
Total 10-515200-03 ASSESSMENT OF PROPERTY:					3,620.91	3,620.91	
10-515700-03 INDEPENDENT AUDITING							
20072	BAKER TILLY	BT1238236	AUDITING SERVICES	04/03/2018	5,143.00	5,143.00	04/12/2018
Total 10-515700-03 INDEPENDENT AUDITING:					5,143.00	5,143.00	
10-515940-03 FLEX PLAN ADMINISTRATION							
50315	EMPLOYEE BENEFITS	2164101	BENNY FEE & ADMIN FEE	04/15/2018	155.25	155.25	04/26/2018

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-515940-03 FLEX PLAN ADMINISTRATION:					155.25	155.25	
10-516110-03 COUNSEL							
120585	LAROWE GERLACH TAGGERT	INV#234	ORDINANCE PREPARATION	03/31/2018	224.75	224.75	04/26/2018
120585	LAROWE GERLACH TAGGERT	INV#312	GENERAL FUND	03/31/2018	3,596.00	3,596.00	04/26/2018
120585	LAROWE GERLACH TAGGERT	INV#312	GENERAL FUND - POSTAGE, PAPER, FILING	03/31/2018	9.37	9.37	04/26/2018
Total 10-516110-03 COUNSEL:					3,830.12	3,830.12	
10-516120-03 COUNSEL - PD							
120585	LAROWE GERLACH TAGGERT	INV#253	PROSECUTION/CODE ENFORCEMENT/PROPERTY MANAGEMENT - PD	03/31/2018	2,720.25	2,720.25	04/26/2018
120585	LAROWE GERLACH TAGGERT	INV#253	PROSECUTION/CODE ENFORCEMENT/PROPERTY MANAGEMENT - MATERIALS - PD	03/31/2018	20.61	20.61	04/26/2018
120585	LAROWE GERLACH TAGGERT	INV#253	WITNESS FEES	03/31/2018	23.50	23.50	04/26/2018
Total 10-516120-03 COUNSEL - PD:					2,764.36	2,764.36	
10-517110-03 HALL-UTILITIES							
10024	ALLIANT ENERGY/WP&L	4066940000-0	GAS - LIBRARY	04/18/2018	388.43	388.43	04/26/2018
10024	ALLIANT ENERGY/WP&L	5379440000-0	GAS - PD	04/18/2018	120.72	120.72	04/26/2018
10024	ALLIANT ENERGY/WP&L	6030200000-0	GAS - CITY HALL	04/18/2018	250.89	250.89	04/26/2018
10024	ALLIANT ENERGY/WP&L	7755430000-0	GAS - GARAGE	04/19/2018	110.94	110.94	04/26/2018
10024	ALLIANT ENERGY/WP&L	8543840000-0	GAS -FIRE	04/18/2018	525.63	525.63	04/26/2018
180906	REEDSBURG UTILITY	23095-0418	TELEPHONE/INTERNET - CITY HALL	04/20/2018	1,036.92	1,036.92	04/26/2018
180906	REEDSBURG UTILITY	78-0418	TELEPHONE/INTERNET - FIRE	04/20/2018	202.64	202.64	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	HALL - UTILITIES	03/22/2018	6,408.69	6,408.69	04/12/2018
Total 10-517110-03 HALL-UTILITIES:					9,044.86	9,044.86	
10-517120-03 HALL-TELEPHONE							
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	682.47	682.47	04/26/2018
Total 10-517120-03 HALL-TELEPHONE:					682.47	682.47	
10-521100-03 PD ADMINISTRATION - OPERATING							
262706	APPLELAND LAW ENFORCEME	00002702	AMMO - PD	04/10/2018	515.49	515.49	04/26/2018
261358	AXON ENTERPRISE, INC	SI-1529241	SPARE CARTRIDGE BATTERY BACK - PD	03/29/2018	1,372.00	1,372.00	04/12/2018
261208	BAYCOM INC	EQUIPINV_013	PRINTER - PD	04/10/2018	269.00	269.00	04/26/2018
20120	BEST SERVICE	153136	CLEAN MATS & TOWELS - PD	03/27/2018	21.69	21.69	04/12/2018
20120	BEST SERVICE	153387	CLEAN MATS & TOWELS - PD	04/10/2018	28.55	28.55	04/26/2018
30172	CARQUEST OF REEDSBURG	5150-0418	REAR MIRROR PARTS & SUPPLIES - PD	04/09/2018	196.93	196.93	04/12/2018
262630	DINERS CLUB COMMERCIAL	5575-0318	CONFERENCE EXPENSES - PD	03/28/2018	887.00	887.00	04/09/2018
70345	GALLS INC	009573446	RESTRAINT CHAIN SQUAD EQUIPMENT - PD	03/22/2018	20.61	20.61	04/12/2018
80455	HARTJE TIRE CENTER INC	40-52780	FIREHAWK TIRES - PD	03/30/2018	508.52	508.52	04/12/2018
262483	JOHN DEERE FINANCIAL	11113-06024-0	GAS/DIESEL - PD	04/14/2018	1,930.10	1,930.10	04/26/2018
110551	KRUEGER OFFICE SUPPLIES	79872	THERMAL FACSIMILE PAPER - PD	03/26/2018	28.79	28.79	04/12/2018
120605	LORRAINES INC	10349263	POWER SUPPLY - PD	03/05/2018	9.99	9.99	04/12/2018
120605	LORRAINES INC	10350377	100 PK CD-R, DVD, USB CABLES - PD	03/30/2018	129.94	129.94	04/12/2018
180795	REEDSBURG AREA AMBULANC	RAAS040118	BLOOD DRAWS - MARCH 2018	04/04/2018	210.00	210.00	04/12/2018
180855	REEDSBURG AREA MEDICAL	01541293-031	BLOOD DRAW	03/01/2018	71.00	71.00	04/12/2018
190937	SAUK COUNTY SHERIFF'S OFFI	SCSO041118	PRISON TRANSPORT - MARCH				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
			2018	04/11/2018	333.54	333.54	04/26/2018
262354	SSM HEALTH	SCH040318	BLOOD DRAW -	04/03/2018	78.20	78.20	04/12/2018
191006	STANDARD INSURANCE CO	630950 0001-0	DIABILITY INS	04/16/2018	722.22	722.22	04/26/2018
262142	TIM BECKER	TB041218	CAKE, PLATES FOR 150TH PD BIRTHDAY	04/12/2018	69.60	69.60	04/26/2018
262614	VERIZON WIRELESS	9805198218	CELLPHONES - PD	04/10/2018	280.07	280.07	04/26/2018
262159	WAUKESHA COUNTY TECHNIC	S0664372	TUITION/MATERIALS/SEMINAR - FOESCH - PD	03/26/2018	395.00	395.00	04/12/2018
263104	WHEEL CITY MOTORS, INC	037434	INSTALL TIRES, MOUNT, BALANCE, BATTERY, OIL FILTER - #34 INTERCEPTOR - PD	04/04/2018	1,049.00	1,049.00	04/12/2018
263104	WHEEL CITY MOTORS, INC	039053	2017 FORD INTERCEPT OIL CHANGE	04/23/2018	53.00	53.00	04/26/2018
Total 10-521100-03 PD ADMINISTRATION - OPERATING:					9,180.24	9,180.24	
10-521900-03 POLICE UNIFORM ALLOWANCE							
262197	BARABOO DISTRICT AMBULAN	10014	TACTICAL FIRST AID EQUIPMENT - KNUTH - PD	03/23/2018	96.93	96.93	04/12/2018
30190	CHECKERED FLAG, LLC	15775	PATCHES SEWN ON, BADGE HOLDER, SEW EPAULETS ON SHOULDER - WOLF - PD	03/30/2018	25.00	25.00	04/12/2018
Total 10-521900-03 POLICE UNIFORM ALLOWANCE:					121.93	121.93	
10-523100-03 FIRE ADMINISTRATION-OPERATING							
20120	BEST SERVICE	153257	CLEAN MATS & TOWELS - FIRE	04/03/2018	42.78	42.78	04/12/2018
262630	DINERS CLUB COMMERCIAL	7650-0318	PARTS	03/28/2018	210.00	210.00	04/09/2018
262630	DINERS CLUB COMMERCIAL	7650-0318	FDIC REGISTRATION	03/28/2018	1,150.00	1,150.00	04/09/2018
100520	JEFFERSON FIRE & SAFETY	246764	EZ-FLO REGULATOR PURGE BODY KIT - FIRE	03/30/2018	66.20	66.20	04/26/2018
100520	JEFFERSON FIRE & SAFETY	247115	SEAL GASKET - FIRE	04/11/2018	156.49	156.49	04/26/2018
110551	KRUEGER OFFICE SUPPLIES	79873	LAMINATE REEDSBURG INDY ARTICLE - FIRE	03/26/2018	5.00	5.00	04/12/2018
110551	KRUEGER OFFICE SUPPLIES	79882	INK CARTRIDGES - FIRE	03/27/2018	280.06	280.06	04/12/2018
110552	KRUEGER PRINTING, INC	21531	FIRE INSPECTION REPORTS	04/12/2018	197.50	197.50	04/26/2018
120605	LORRAINES INC	10349076	WIRELESS KEYBOARD MOUSE, BATTERIES - FIRE	03/01/2018	32.99	32.99	04/12/2018
261336	PAUL CONWAY SHIELDS	0420044-IN	THERMAL IMAGING CAMERA - FIRE	03/23/2018	825.00	825.00	04/12/2018
180890	REEDSBURG TRUE VALUE	800195-0318	BATTERY, CABLE TIES, PARTS - FIRE	03/25/2018	73.54	73.54	04/12/2018
261615	RELIANT FIRE APPARATUS, IN	118-19047	ENGINE #1 PUMP PANEL PARTS - FIRE	03/26/2018	139.41	139.41	04/12/2018
190980	SERVICE ELECTRIC	18227	LAMP FOR ENGINE #7 - FIRE	03/29/2018	16.17	16.17	04/12/2018
211075	UNITED COOPERATIVE	0711865-0318	ROADMASTER - FIRE	03/31/2018	44.42	44.42	04/26/2018
Total 10-523100-03 FIRE ADMINISTRATION-OPERATING:					3,239.56	3,239.56	
10-524100-03 BUILDING INSPECTION-OPERATING							
262255	ARTHUR J. BIESEK	AB040918	BUILDING INSPECTIONS THROUGH 4/9/18	04/09/2018	525.00	525.00	04/12/2018
262630	DINERS CLUB COMMERCIAL	2556-0318	BUILDING PERMITS STATE SEALS	03/28/2018	235.26	235.26	04/09/2018
261657	JAMES O. SANDBERG, SR.	JS032918	INSPECTIONS MAPLE & SILVER DR	03/29/2018	105.00	105.00	04/12/2018
261657	JAMES O. SANDBERG, SR.	JS032918A	INSPECTIONS MAPLE ST, S AIRE	03/29/2018	105.00	105.00	04/12/2018
261657	JAMES O. SANDBERG, SR.	JS040918	INSPECTION 1713 COTTONTAIL 4/9/18	04/09/2018	35.00	35.00	04/12/2018
261657	JAMES O. SANDBERG, SR.	JS041018	INSPECTION VIKING DR	04/10/2018	35.00	35.00	04/26/2018
261657	JAMES O. SANDBERG, SR.	JS041718	INSPECTION 901 DEWEY	04/17/2018	35.00	35.00	04/26/2018
261657	JAMES O. SANDBERG, SR.	JS041818	INSPECTION COTTONTAIL BLD 2	04/18/2018	35.00	35.00	04/26/2018
261657	JAMES O. SANDBERG, SR.	JS04192018	INSPECTION 272 E MAIN	04/19/2018	35.00	35.00	04/26/2018
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - BUILDING				

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			INSPECTION	04/14/2018	45.10	45.10	04/26/2018
Total 10-524100-03 BUILDING INSPECTION-OPERATING:					1,190.36	1,190.36	
10-525100-03 EMERGENCY GOVERNMENT							
180905	REEDSBURG UTILITY	RUC 0318	EMERGENCY GOVERNMENT	03/22/2018	84.93	84.93	04/12/2018
Total 10-525100-03 EMERGENCY GOVERNMENT:					84.93	84.93	
10-525600-03 COMMUNICATIONS - OPERATING							
262821	DANIEL L MEINHART	DM032918	LUNCH REIMBURSEMENT FOR DISPATCH TRAINING - PD	03/29/2018	8.32	8.32	04/12/2018
60398	FRONTIER	2094-012403-5	BASIC SERVICE - PD	04/07/2018	58.00	58.00	04/26/2018
60398	FRONTIER	8846-092602-5	BASIC SERVICE - PD	04/10/2018	58.00	58.00	04/26/2018
110551	KRUEGER OFFICE SUPPLIES	79699	MID-BACK SWIVEL/TILT CHAIR - PD	03/07/2018	175.00	175.00	04/12/2018
180906	REEDSBURG UTILITY	20369-0418	TELEPHONE/INTERNET - PD	04/20/2018	1,193.20	1,193.20	04/26/2018
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	197.69	197.69	04/26/2018
Total 10-525600-03 COMMUNICATIONS - OPERATING:					1,690.21	1,690.21	
10-541100-03 MACH & EQUIP - OPERATING							
180844	2ND STREET MARKET	00454740	WATER - SHOP	03/20/2018	21.90	21.90	04/12/2018
10011	AIRGAS	9952003604	OXYGEN	03/31/2018	21.87	21.87	04/12/2018
10024	ALLIANT ENERGY/WP&L	4320840000-0	GAS - SHOP	04/18/2018	595.54	595.54	04/26/2018
20165	AUTO-WARES GROUP	635-232978	PIPE BUSHING - SHOP	03/29/2018	1.49	1.49	04/12/2018
20066	BADGER WELDING SUPPLIES	3462978	OCYGEN / ACETYLENE	03/31/2018	6.20	6.20	04/12/2018
261208	BAYCOM INC	COUNTERINV	WAVE ANTENNA - SHOP	04/18/2018	64.50	64.50	04/26/2018
20157	BROOKS TRACTOR INC.	S77558	PARTS - SHOP	04/19/2018	299.03	299.03	04/26/2018
30172	CARQUEST OF REEDSBURG	1600-0418	PARTS & SUPPLIES	04/01/2018	1,106.81	1,106.81	04/12/2018
262278	CINTAS CORP	8403602332	EMERGENCY KIT SUPPLIES AND CLEANED - SHOP	03/31/2018	98.05	98.05	04/12/2018
261595	COUNTRY OVERHEAD DOOR S	CODS040418	PARTS FOR EAST OVERHEAD DOOR - SHOP	04/04/2018	75.00	75.00	04/12/2018
262630	DINERS CLUB COMMERCIAL	1608-0318	SHOP MATERIAL	03/28/2018	1,359.93	1,359.93	04/09/2018
40310	DOUGLAS AUTO SUPPLY	281420	PARTS, TIRE INSERT - SHOP	03/23/2018	58.25	58.25	04/12/2018
90505	IMPERIAL, INC	I000UL4561	PARTS - SHOP	04/02/2018	408.00	408.00	04/12/2018
60300	JOHN DEER FINANCIAL	75331-82742-0	PARTS	04/14/2018	10.98	10.98	04/26/2018
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	04/14/2018	881.13	881.13	04/26/2018
261316	KIMBALL MIDWEST	6261100	LAMP, FUSES - SHOP	04/04/2018	75.50	75.50	04/12/2018
262645	LAKESIDE INTERNATIONAL TRU	8103334	ENGINE REAR MOUNTING INSULATOR/FRAME, PARTS - SHOP	04/06/2018	1,420.42	1,420.42	04/26/2018
262949	LAWSON PRODUCTS	9305726303	LOCK NUT GRADE, COILED HOSE BIT SET	04/06/2018	126.41	126.41	04/26/2018
120605	LORRAINES INC	10349719	SPLICING KIT & SUPPLIES - SHOP	03/16/2018	36.97	36.97	04/12/2018
130655	MEYER OIL COMPANY	687518	DIESEL/ETHANOL	03/28/2018	1,713.05	1,713.05	04/12/2018
180890	REEDSBURG TRUE VALUE	800027-0318	SUPPLIES	03/25/2018	156.76	156.76	04/12/2018
180905	REEDSBURG UTILITY	RUC 0318	GARAGE	03/22/2018	561.71	561.71	04/12/2018
180921	RI-TEC INDUSTRIAL PRODUCT	A2585-IN	BLASTER - SHOP	04/12/2018	165.00	165.00	04/26/2018
261266	SAFE-FAST, INC.	INV197693	LEATHER PALM WORK GLOVES, ARMOR SKIN GLOVES - SHOP	04/06/2018	232.08	232.08	04/26/2018
261284	TRUCK COUNTRY OF WISC	X201529139:0	PARTS FOR DPW TRUCK - SHOP	04/05/2018	29.90	29.90	04/12/2018
261284	TRUCK COUNTRY OF WISC	X201531593:0	SWITCHES FOR TRUCK 29 - SHOP	04/21/2018	32.51	32.51	04/26/2018
261284	TRUCK COUNTRY OF WISC	X201531844:0	AIR DRYER, PARTS - SHOP	04/23/2018	330.79	330.79	04/26/2018
262219	UNIVERSAL TRUCK EQUIPMEN	46567	SEAL KIT WITH WEAR RINGS - SHOP	04/04/2018	149.25	149.25	04/12/2018
221074	VIKING EXPRESS MART	61050-0318	DIESEL - SHOP	03/31/2018	81.35	81.35	04/12/2018

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-541100-03 MACH & EQUIP - OPERATING:					10,120.38	10,120.38	
10-541200-03 GARAGE & SHEDS - OPERATING							
180906	REEDSBURG UTILITY	20228-0418	TELEPHONE/INTERNET - SHOP	04/20/2018	130.56	130.56	04/26/2018
Total 10-541200-03 GARAGE & SHEDS - OPERATING:					130.56	130.56	
10-542700-03 CITY ENGINEER ADMIN-OPERATING							
262630	DINERS CLUB COMMERCIAL	1608-0318	TRAINING	03/28/2018	162.00	162.00	04/09/2018
Total 10-542700-03 CITY ENGINEER ADMIN-OPERATING:					162.00	162.00	
10-543100-03 STREET MAINTENANCE - OPERATING							
80470	HILLS WIRING INC	71748	REPLACE GREEN LIGHT IN WESTBOARD LANE	04/18/2018	95.00	95.00	04/26/2018
80470	HILLS WIRING INC	71749	YELLOW PED - FLASHER & RELAMP, REPLACE LED LIGHT	04/18/2018	1,068.04	1,068.04	04/26/2018
180906	REEDSBURG UTILITY	682	TREE TRIMMING FOR CITY STREET DEPT	04/19/2018	2,954.15	2,954.15	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	TRAFFIC CONTROL	03/22/2018	171.83	171.83	04/12/2018
261266	SAFE-FAST, INC.	INV196771	18" REFLECTIVE CONES - SHOP	03/14/2018	694.36	694.36	04/12/2018
201025	TAPCO	I598441	18" ORANGE CONES W REFLECTIVE - SHOP	04/13/2018	507.63	507.63	04/26/2018
Total 10-543100-03 STREET MAINTENANCE - OPERATING:					5,491.01	5,491.01	
10-544200-03 STREET LIGHTING							
180905	REEDSBURG UTILITY	RUC 0318	STREET LIGHTS	03/22/2018	14,934.77	14,934.77	04/12/2018
Total 10-544200-03 STREET LIGHTING:					14,934.77	14,934.77	
10-545200-03 PARKING LOTS							
180905	REEDSBURG UTILITY	RUC 0318	PARKING LOTS	03/22/2018	153.08	153.08	04/12/2018
Total 10-545200-03 PARKING LOTS:					153.08	153.08	
10-552100-03 RECREATION CENTER - OPERATING							
80480	HOLIDAY WHOLESALE INC	8581239	CANDY - REC CENTER	04/10/2018	157.54	157.54	04/26/2018
Total 10-552100-03 RECREATION CENTER - OPERATING:					157.54	157.54	
10-552300-03 SWIMMING POOL - OPERATING							
10024	ALLIANT ENERGY/WP&L	2613740000-0	GAS - POOL	03/26/2018	14.70	14.70	04/12/2018
262630	DINERS CLUB COMMERCIAL	9693-0318	SUPPLIES/EQUIPMENT	03/28/2018	557.59	557.59	04/09/2018
180905	REEDSBURG UTILITY	RUC 0318	POOL	03/22/2018	204.82	204.82	04/12/2018
263005	SAUK COUNTY HEALTH DEPAR	138 HSAT-7Q	OUTDOOR WADE POOL RENEWAL - POOL	04/23/2018	255.00	255.00	04/26/2018
263005	SAUK COUNTY HEALTH DEPAR	138 HSAT-7Q	OUTDOOR COMINATION POOL RENEWAL - POOL	04/23/2018	425.00	425.00	04/26/2018
191030	SUPERIOR CHEMICAL CORP	189458	INSECTICIDES, URINAL BLOCK, BOWL CLEANER -PARKS	03/29/2018	410.77	410.77	04/12/2018
Total 10-552300-03 SWIMMING POOL - OPERATING:					1,867.88	1,867.88	
10-553400-03 CELEBRATIONS & ENTERTAINMENT							
120593	LIBERTY FLAG & SPECIALTY	04180015	INSTALL FLAGS - APRIL 3 ELECTION 2018	04/04/2018	238.50	238.50	04/12/2018
120593	LIBERTY FLAG & SPECIALTY	04180025	12X18, 6X10, 4X6 FLAGS	04/05/2018	563.00	563.00	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	CELEBRATIONS/ENTERTAINMENT	03/22/2018	30.38	30.38	04/12/2018

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Total 10-553400-03 CELEBRATIONS & ENTERTAINMENT:					831.88	831.88	
10-554100-03 PARKS - OPERATING							
40295	DOROWS SEPTIC TANK SERVI	285473	PORTABLE TOILET RENTAL 3/19-4/19/18	03/23/2018	105.00	105.00	04/12/2018
263200	DVORAK LANDSCAPE SUPPLY	38046	RED INFIELD CONDITIONER & RAPID DRY	04/09/2018	2,679.00	2,679.00	04/26/2018
80458	HARTJE LUMBER, INC	MN236912	MATERIALS FOR BLEECHERS - PARKS	03/22/2018	42.60	42.60	04/12/2018
60300	JOHN DEER FINANCIAL	75331-82742-0	FERTILIZER, CHAIN SAW, SUPPLIES	04/14/2018	668.99	668.99	04/26/2018
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PARKS	04/14/2018	204.25	204.25	04/26/2018
180890	REEDSBURG TRUE VALUE	800027-0318	PARTS & SUPPLIES	03/25/2018	234.28	234.28	04/12/2018
180906	REEDSBURG UTILITY	23677-0418	TELEPHONE - PARKS	04/20/2018	126.60	126.60	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	PARKS	03/22/2018	1,503.23	1,503.23	04/12/2018
190980	SERVICE ELECTRIC	18233	LAMPS - PARKS	03/29/2018	60.70	60.70	04/12/2018
191030	SUPERIOR CHEMICAL CORP	189458	INSECTICIDES, URINAL BLOCK, BOWL CLEANER -PARKS	03/29/2018	821.55	821.55	04/12/2018
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	66.12	66.12	04/26/2018
Total 10-554100-03 PARKS - OPERATING:					6,512.32	6,512.32	
10-554500-03 REEDS AREA COMM ARENA (RACA)							
10024	ALLIANT ENERGY/WP&L	6077650000-0	GAS - RACA	04/02/2018	746.55	746.55	04/12/2018
262136	CONSOLIDATED PLASTICS CO	7722503	SHOE SCRAPER MAT - RACA	03/28/2018	88.18	88.18	04/12/2018
262136	CONSOLIDATED PLASTICS CO	7722872	BRUSH DRY MAT - RACA	03/30/2018	144.65	144.65	04/12/2018
180906	REEDSBURG UTILITY	20275-0418	TELEPHONE - RACA	04/20/2018	31.65	31.65	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	RACA	03/22/2018	3,687.96	3,687.96	04/12/2018
191030	SUPERIOR CHEMICAL CORP	189458	INSECTICIDES, URINAL BLOCK, BOWL CLEANER -PARKS	03/29/2018	410.77	410.77	04/12/2018
Total 10-554500-03 REEDS AREA COMM ARENA (RACA):					5,109.76	5,109.76	
10-561100-03 TREE PLANTING							
262290	TIMBERLINE CONSTRUCTION L	291196	STUMP GRINDING FROM THE CITY STREET TERRACE AREAS	03/19/2018	847.00	847.00	04/12/2018
262290	TIMBERLINE CONSTRUCTION L	345902	STUMP GRINDING VARIOUS STREETS - 30 STUMPS	04/02/2018	4,804.00	4,804.00	04/26/2018
262290	TIMBERLINE CONSTRUCTION L	345906	STUMP GRINDING 2 STUMPS S ALBERT	04/11/2018	605.00	605.00	04/26/2018
262290	TIMBERLINE CONSTRUCTION L	345907	STUMP GRINDING 4 STUMPS - CITY PARK	04/13/2018	385.00	385.00	04/26/2018
Total 10-561100-03 TREE PLANTING:					6,641.00	6,641.00	
10-563300-03 LONG RANGE PLANNING-OPERATING							
110552	KRUEGER PRINTING, INC	21498	BUSINESS CARDS - DUVALLE	04/09/2018	62.50	62.50	04/26/2018
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	39.06	39.06	04/26/2018
Total 10-563300-03 LONG RANGE PLANNING-OPERATING:					101.56	101.56	
10-564400-03 INDUSTRIAL DEVELOPMENT							
120595	DON LICHTER	DL-0518	CHAIRPERSON	04/23/2018	40.00	40.00	04/26/2018
180804	REEDSBURG AREA CHAMBER	DR1808	DISCOVER REEDSBURG 2018 1/2 PAGE AD	03/28/2018	400.00	400.00	04/12/2018
180905	REEDSBURG UTILITY	RUC 0318	INDUSTRIAL DEVELOPMENT	03/22/2018	12.57	12.57	04/12/2018
221070	VIERBICHER ASSOCIATES, INC	180011-0004	RIDC INDUSTRIAL PARK MARKETING	04/06/2018	3,653.75	3,653.75	04/26/2018
Total 10-564400-03 INDUSTRIAL DEVELOPMENT:					4,106.32	4,106.32	

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10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT							
180906	REEDSBURG UTILITY	23786-0418	TELEPHONE - FOOD PANTRY	04/20/2018	32.05	32.05	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	CDA	03/22/2018	14.50	14.50	04/12/2018
263177	RICK & STACY KNICKELBEIN	DDIMAY2018	INCUBATOR PAYMENT - MAY 2018	04/20/2018	700.00	700.00	04/26/2018
Total 10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT:					746.55	746.55	
11-517110-03 300 VINE ST. UTILITIES							
10024	ALLIANT ENERGY/WP&L	4175177410-0	GAS - OLD HARDWARE STORE	04/19/2018	291.16	291.16	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	TIF 6 HARDWARE STORE	03/22/2018	536.56	536.56	04/12/2018
Total 11-517110-03 300 VINE ST. UTILITIES:					827.72	827.72	
20-511000-03 LABORATORY							
140718	NCL OF WISCONSIN, INC	404901	FIBER FILTERS, AMMONIA SOLUTION - WWTP	04/06/2018	2,803.23	2,803.23	04/12/2018
261946	TOTAL WATER OF BARABOO, L	0279731	DEMINERALIZED WATER - WWTP	03/15/2018	190.90	190.90	04/12/2018
Total 20-511000-03 LABORATORY:					2,994.13	2,994.13	
20-521000-03 BIO-SOLIDS OPERATIONS							
262257	CENTRISYS CORPORATION	PSI-19984	O-RINGS, SEALING RING, PARTS - WWTP	04/18/2018	3,461.30	3,461.30	04/26/2018
261294	COLUMBIA ELECTRIC MOTORS	2738	MOTOR REBUILD & COUPLER PARTS - WWTP	04/03/2018	560.00	560.00	04/12/2018
262619	FORD HALL COMPANY	4260	16" BROWN BRUSHES W 3" TRIM - WWTP	03/23/2018	228.72	228.72	04/12/2018
262066	GRAINGER	9746379784	PORT ELECTRIC HEATER - WWTP	04/03/2018	119.20	119.20	04/26/2018
80435	HACH COMPANY	10894954	EQUITRANSFERRANT BUFFER - WWTP	03/27/2018	184.17	184.17	04/12/2018
110551	KRUEGER OFFICE SUPPLIES	79860	TOWELS - WWTP	03/23/2018	51.78	51.78	04/12/2018
262542	OVIVO USA, LLC	8473523	FLUSH VALVE - WWTP	04/11/2018	290.92	290.92	04/26/2018
262345	SCHWING BIOSET INC	61419472	SHEET-RUBBER 1/8 NEOPRENE - WWTP	03/22/2018	217.22	217.22	04/12/2018
190980	SERVICE ELECTRIC	18238	PARTS AND LABOR FOR TEMP WIRING AT WWTP	04/03/2018	426.14	426.14	04/12/2018
Total 20-521000-03 BIO-SOLIDS OPERATIONS:					5,539.45	5,539.45	
20-522000-03 LIME							
150255	OMNI MATERIALS, INC	336793	60/40 FINES & 50/50 FINES - WWTP	03/11/2018	7,196.51	7,196.51	04/12/2018
150255	OMNI MATERIALS, INC	336846	50/50 FINES - WWTP	03/18/2018	3,813.64	3,813.64	04/12/2018
150255	OMNI MATERIALS, INC	336907	50/50 FINES - WWTP	03/25/2018	3,879.06	3,879.06	04/26/2018
150255	OMNI MATERIALS, INC	336922	50/50 FINES - WWTP	03/25/2018	3,877.57	3,877.57	04/26/2018
Total 20-522000-03 LIME:					18,766.78	18,766.78	
20-523000-03 Chemicals							
80496	HAWKINS, INC	4248730	SULFAMIC ACID CRYSTAL - WWTP	03/21/2018	2,259.50	2,259.50	04/12/2018
Total 20-523000-03 Chemicals:					2,259.50	2,259.50	
20-524000-03 POLYMER							
261758	AQUACHEM OF AMERICA, INC.	3122AQ	CHEMICALS - WWTP	04/02/2018	9,844.00	9,844.00	04/12/2018
261758	AQUACHEM OF AMERICA, INC.	3141AQ	POLYMER - WWTP	04/11/2018	9,844.00	9,844.00	04/26/2018
Total 20-524000-03 POLYMER:					19,688.00	19,688.00	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
20-525000-03 CONTRACT HAULING							
262321	DAN ROECKER	788224	SLUDGE HAULING - WWTP	03/26/2018	7,532.45	7,532.45	04/12/2018
Total 20-525000-03 CONTRACT HAULING:					7,532.45	7,532.45	
20-525200-03 EMERGENCY GENERATOR							
130655	MEYER OIL COMPANY	143939	PREMIUM DIESEL GENERATOR AT WWTP	03/17/2018	585.00	585.00	04/12/2018
261330	TOTAL ENERGY SYSTEMS, LLC	300444	REPAIR GENERATOR - WWTP	03/30/2018	1,964.00	1,964.00	04/12/2018
Total 20-525200-03 EMERGENCY GENERATOR:					2,549.00	2,549.00	
20-526000-03 UTILITIES - BIO-SOLIDS							
180905	REEDSBURG UTILITY	000616113-03	UTILITIES - TREATMENT PLANT	03/30/2018	7,705.75	7,705.75	04/12/2018
180905	REEDSBURG UTILITY	RUC 0318	UTILITIES - TREATMENT PLANT #70	03/22/2018	4,214.74	4,214.74	04/12/2018
Total 20-526000-03 UTILITIES - BIO-SOLIDS:					11,920.49	11,920.49	
20-531000-03 COLLECTION SYSTEM							
261206	COUNTRY PLUMBER, INC	512561	TELEVISION WARREN AVE & S LOCUST	03/22/2018	844.41	844.41	04/12/2018
40276	DIGGERS HOTLINE INC	180 3 99501	NOTICES - MARCH	03/31/2018	185.07	185.07	04/12/2018
261456	ENVIROTECH EQUIPMENT CO.	040918D4	SEWER JETTER PARTS	04/09/2018	437.41	437.41	04/26/2018
Total 20-531000-03 COLLECTION SYSTEM:					1,466.89	1,466.89	
20-533000-03 UTILITIES - COLLECTION SYSTEM							
180905	REEDSBURG UTILITY	RUC 0318	UTILITIES - LIFT STATION	03/22/2018	753.92	753.92	04/12/2018
Total 20-533000-03 UTILITIES - COLLECTION SYSTEM:					753.92	753.92	
20-541000-03 GENERAL ADMINISTRATION							
120605	LORRAINES INC	10350192	FEDEX SHIPPING TO DNR	03/27/2018	22.29	22.29	04/12/2018
120605	LORRAINES INC	10350192-1	FEDEX SHIPPING TO REBECCA SPECKHARD	03/27/2018	22.29	22.29	04/12/2018
211058	US CELLULAR	0243549915	CELL PHONES	04/08/2018	66.12	66.12	04/26/2018
Total 20-541000-03 GENERAL ADMINISTRATION:					110.70	110.70	
20-551000-03 BLDGS/GROUNDS MAINTENANCE							
30172	CARQUEST OF REEDSBURG	1600-0418	PARTS & SUPPLIES	04/01/2018	35.66	35.66	04/12/2018
262278	CINTAS CORP	8406302331	EMERGENCY KIT SUPPLIES AND ORGANIZED - WWTP	03/31/2018	40.95	40.95	04/26/2018
180825	REEDSBURG FIRE DEPT	7068	CHECK EXTINGUISHERS - WWTP	03/31/2018	226.50	226.50	04/12/2018
180890	REEDSBURG TRUE VALUE	800027-0318	SUPPLIES	03/25/2018	243.96	243.96	04/12/2018
180906	REEDSBURG UTILITY	RUC040918	FLOURESCENT BULBS, TUBES - WWTP	04/09/2018	3.27	3.27	04/12/2018
Total 20-551000-03 BLDGS/GROUNDS MAINTENANCE:					550.34	550.34	
20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN							
180905	REEDSBURG UTILITY	000616113-03	UTILITIES - TREATMENT PLANT	03/30/2018	5,137.17	5,137.17	04/12/2018
180906	REEDSBURG UTILITY	20524-0418	TELEPHONE/INTERNET - WWTP	04/20/2018	693.40	693.40	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	UTILITIES - TREATMENT PLANT	03/22/2018	5,104.51	5,104.51	04/12/2018
Total 20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN:					10,935.08	10,935.08	
20-593200-03 REPLACEMENT FUND EXPENSE							
262352	CRANE ENGINEERING SALES I	324461-00	REPAIR WET WELL - WWTP	01/31/2018	21,029.85	21,029.85	04/12/2018

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Total 20-593200-03 REPLACEMENT FUND EXPENSE:					21,029.85	21,029.85	
21-546100-03 CONTRACT SERVICES							
160650	PETERSON SANITATION INC	1072-0418	CONTRACT SERVICES	04/02/2018	30,744.87	30,744.87	04/12/2018
Total 21-546100-03 CONTRACT SERVICES:					30,744.87	30,744.87	
21-546300-03 OPERATING EXPENSES							
190987	SHRED-IT USA LLC	8124399179	SHREDDING - CITY HALL	03/22/2018	67.76	67.76	04/12/2018
190987	SHRED-IT USA LLC	8124399599	SHREDDING - LIBRARY	03/22/2018	67.76	67.76	04/12/2018
190987	SHRED-IT USA LLC	8124399600	SHREDDING - PD	03/22/2018	67.76	67.76	04/12/2018
Total 21-546300-03 OPERATING EXPENSES:					203.28	203.28	
21-547100-03 GARBAGE & REFUSE (STICKERS)							
160650	PETERSON SANITATION INC	1072-0418	GARBAGE & REFUSE - STICKERS	04/02/2018	1,250.00	1,250.00	04/12/2018
Total 21-547100-03 GARBAGE & REFUSE (STICKERS):					1,250.00	1,250.00	
23-543300-03 CURB & GUTTER							
20160	BRUCE MUNICIPAL EQUIPMEN	PO6392	HEAVY TUBE BROOM - SHOP	03/29/2018	439.00	439.00	04/12/2018
261195	ZARNOTH BRUSH WORKS INC	0169119-IN	DISPOSABLE GUTTER BROOM - WWTP	03/20/2018	220.00	220.00	04/12/2018
Total 23-543300-03 CURB & GUTTER:					659.00	659.00	
23-543750-03 SNOW REMOVAL							
261190	RAY ZOBEL & SONS INC	45067	SNOWHAULING	03/29/2018	427.50	427.50	04/12/2018
Total 23-543750-03 SNOW REMOVAL:					427.50	427.50	
23-544500-03 STORM SEWER REPAIRS							
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	04/14/2018	293.71	293.71	04/26/2018
130655	MEYER OIL COMPANY	687518	DIESEL/ETHANOL	03/28/2018	571.02	571.02	04/12/2018
Total 23-544500-03 STORM SEWER REPAIRS:					864.73	864.73	
30-516110-03 LEGAL/BOND COUNSEL/ADMIN EXP							
262761	S&P CAPITAL IQ, LLC	35262928	ANNUAL MAINTENANCE FEE	04/02/2018	97.00	97.00	04/12/2018
Total 30-516110-03 LEGAL/BOND COUNSEL/ADMIN EXP:					97.00	97.00	
41-542600-03 TAXI CAB EXPENSES							
261225	F.D.S ENTERPRISES	04.01.2018	TRANSPORTATION SERVICES - CAB	04/03/2018	17,346.67	17,346.67	04/12/2018
Total 41-542600-03 TAXI CAB EXPENSES:					17,346.67	17,346.67	
42-517110-03 AIRPORT UTILITIES, CELL PHONES							
10024	ALLIANT ENERGY/WP&L	1266040000-0	GAS - AIRPORT	04/12/2018	14.22	14.22	04/26/2018
10024	ALLIANT ENERGY/WP&L	4079272914-0	GAS - AIRPORT	03/27/2018	45.15	45.15	04/12/2018
180906	REEDSBURG UTILITY	28015-0418	TELEPHONE AWOS STATION - AIRPORT	04/20/2018	32.25	32.25	04/26/2018
180906	REEDSBURG UTILITY	52183-0418	TELEPHONE DOT GPS STAT - AIRPORT	04/20/2018	74.95	74.95	04/26/2018
180906	REEDSBURG UTILITY	9678-0418	TELEPHONE/INTERNET - AIRPORT	04/20/2018	113.49	113.49	04/26/2018

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Total 42-517110-03 AIRPORT UTILITIES, CELL PHONES:					280.06	280.06	
42-545300-03 AIRPORT OPERATING (FBO)							
261595	COUNTRY OVERHEAD DOOR S	CODS040418	TRANSMITTER FOR DOOR GENERATOR AT AIRPORT	04/04/2018	160.00	160.00	04/12/2018
130663	METCO	172475	2018 ANNUAL COMPLIANCE TESTING - AIRPORT	04/12/2018	213.50	213.50	04/26/2018
262918	REEDSBURG AVIATION	RA-0518	AIRPORT MANAGEMENT	04/24/2018	3,400.00	3,400.00	04/26/2018
180905	REEDSBURG UTILITY	RUC 0318	AIRPORT	03/22/2018	884.00	884.00	04/12/2018
Total 42-545300-03 AIRPORT OPERATING (FBO):					4,657.50	4,657.50	
48-554100-03 TRIATHLON OPERATING EXPENSES							
262609	ROBIN MEISTER	RM042318	TRIATHALON REIMBURSEMENT FOR METALS	04/23/2018	202.52	202.52	04/26/2018
Total 48-554100-03 TRIATHLON OPERATING EXPENSES:					202.52	202.52	
48-554500-03 Disconsin Disc Golf Expenses							
262630	DINERS CLUB COMMERCIAL	9693-0318	CORK BOARD	03/28/2018	516.88	516.88	04/09/2018
Total 48-554500-03 Disconsin Disc Golf Expenses:					516.88	516.88	
50-553400-03 ARTS EXPENDITURES							
263147	JENIFER STANEK	JS040418	MILEAGE REIMBURSEMENT TO ARTS DAY	04/04/2018	30.00	30.00	04/12/2018
Total 50-553400-03 ARTS EXPENDITURES:					30.00	30.00	
56-551300-03 LIBRARY OPERATING							
180844	2ND STREET MARKET	00451650	PROGRAMMING - ASBC	03/12/2018	41.44	41.44	04/12/2018
180844	2ND STREET MARKET	00451650-03	SPRING BREAK PROGRAMMING & TITLES & TEA	03/12/2018	61.08	61.08	04/12/2018
180844	2ND STREET MARKET	00456057	SPRING BREAK PROGRAMMING	03/23/2018	39.38	39.38	04/12/2018
20070	BAKER & TAYLOR	2033554548	Books	03/07/2018	12.09	12.09	04/12/2018
20070	BAKER & TAYLOR	2033571707	Books	03/14/2018	996.68	996.68	04/12/2018
20070	BAKER & TAYLOR	20336011488	Books	03/27/2018	205.79	205.79	04/12/2018
20155	BRODART CO	495077	Supplies - CLASSIFICATION LABELS- CHRISTMAS, TEEN, JUV	03/09/2018	24.08	24.08	04/12/2018
262083	CAVENDISH SQUARE	3094511	BOOKS - CULTURES OF THE WORLD - THIRD EDITION	03/20/2018	195.54	195.54	04/12/2018
30174	CENTER POINT LARGE PRINT	1559446	Large Print Books	03/01/2018	272.64	272.64	04/12/2018
263110	CHRISTOPHER CHAMBERS	20170401CHA	MEMOIR PRESENTATION 4/21/18 HONORARIUM & MILEAGE 120 MILES	04/01/2018	165.00	165.00	04/12/2018
40270	DEMCO, INC	6335471	STEAM KITS - FOL YS FUNDS	03/20/2018	298.30	298.30	04/12/2018
40270	DEMCO, INC	6335471B	CLASSIFICATION LABELS, CD ALBUMS, BOOKMARKS	03/20/2018	126.05	126.05	04/12/2018
40270	DEMCO, INC	6335471C	CREDIT - RETURN DEFECTIVE CD ALBUM	03/20/2018	19.67	19.67	04/12/2018
262630	DINERS CLUB COMMERCIAL	4776-0318	BOOKS & SUPPLIES	03/28/2018	656.41	656.41	04/09/2018
262768	EDUCATIONAL DEVELOPMENT	2562490	BOOKS - FOL HOLIDAY FUND	03/26/2018	413.74	413.74	04/12/2018
70300	GALE	63341992	MARCH CORE 4	03/07/2018	83.22	83.22	04/12/2018
70300	GALE	63351104	MARCH CHRISTIAN ROMANCE 2	03/08/2018	47.23	47.23	04/12/2018
70300	GALE	63388461	APRIL CHRISTIAN FICTION 2	03/16/2018	65.22	65.22	04/12/2018
70300	GALE	63405361	MARCH CLEAN READS 3	03/20/2018	69.72	69.72	04/12/2018
70300	GALE	63405471	MARCH COZY MYSTERY 3	03/20/2018	60.72	60.72	04/12/2018
70300	GALE	63406382	MARCH ROMANCE 2	03/20/2018	50.23	50.23	04/12/2018

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70300	GALE	63407300	MARCH WHEELER WESTERN 2	03/20/2018	39.73	39.73	04/12/2018
70300	GALE	63432115	APRIL BASIC 4	03/26/2018	142.45	142.45	04/12/2018
70300	GALE	63432594	APRIL CORE 4	03/26/2018	84.72	84.72	04/12/2018
70300	GALE	63441164	APRIL CHRISTIAN FICTION 2	03/27/2018	50.23	50.23	04/12/2018
70300	GALE	63481764	APRIL BASIC 4	04/04/2018	84.72	84.72	04/12/2018
70300	GALE	63482158	APRIL CORE 4	04/04/2018	55.48	55.48	04/12/2018
70300	GALE	63483081	MAY CHRISTIAN FICTION 2	04/04/2018	25.49	25.49	04/12/2018
70300	GALE	63483290	APRIL CHRISTIAN ROMANCE 2	04/04/2018	47.23	47.23	04/12/2018
70300	GALE	63550835	MARCH CHRISTIAN FICTION 2	03/08/2018	24.74	24.74	04/12/2018
60335	GORDON FLESCH CO INC	12198450	COPY MACHINE - 3/7-4/6/18 LIBRARY	03/17/2018	378.46	378.46	04/12/2018
60335	GORDON FLESCH CO INC	12227614	COPY MACHINE - 4/7-5/6/18 LIBRARY	04/07/2018	449.55	449.55	04/12/2018
80480	HOLIDAY WHOLESALE INC	8564621	CR SUPPLIES	03/27/2018	116.21	116.21	04/12/2018
90510	INGRAM	33422564	Books	03/01/2018	131.42	131.42	04/12/2018
90510	INGRAM	33590519	Books	03/12/2018	493.24	493.24	04/12/2018
90510	INGRAM	33823643	PELTON LP - FOL MEMORIAL FUNDS	03/26/2018	240.86	240.86	04/12/2018
262620	MIDWEST TAPE	95882102	DVD AUDIOBOOK	03/05/2018	17.99	17.99	04/12/2018
262620	MIDWEST TAPE	95900289	DVD/AUDIOBOOK	03/12/2018	61.98	61.98	04/12/2018
262620	MIDWEST TAPE	95921696	DVD/AUDIOBOOK	03/17/2018	229.94	229.94	04/12/2018
170500	QUILL CORPORATION	5923493	TAPE & OFFICE SUPPLIES	03/27/2018	102.65	102.65	04/12/2018
180791	RECORDED BOOKS INC	75753017	AV - BOOKS ON CD	03/06/2018	181.20	181.20	04/12/2018
180791	RECORDED BOOKS INC	75764137	AV - BOOKS ON CD	03/29/2018	198.00	198.00	04/12/2018
180906	REEDSBURG UTILITY	20304-0418	TELEPHONE/INTERNET - LIBRARY	04/20/2018	655.21	655.21	04/26/2018
262583	SHAWNDELL MARKS MITTLEST	MITTLESTEAD	PROGRAM 5/10/18	04/01/2018	125.00	125.00	04/12/2018
191005	SOUTH CENTRAL LIBRARY SY	18299	BULK BARCODE ORDER	02/28/2018	63.50	63.50	04/12/2018
191005	SOUTH CENTRAL LIBRARY SY	18-398	DOMAIN NAME RENEWAL	03/22/2018	114.84	114.84	04/12/2018
191005	SOUTH CENTRAL LIBRARY SY	18-398-03	GROUP PUBLIC PERFORMANCE MOVIE LICENSE 4/1/18 - 3/31/19	03/22/2018	261.00	261.00	04/12/2018
70374	SYNCHRONY BANK/AMAZON	RPL20180410-	AV- BLURAY & DVD, SUPPLIES- LABELS, SCREEN PROTECTORS, PENCIL SHARPENER	04/05/2018	803.69	803.69	04/12/2018
262673	TINA PEERENBOOM	RPL201804-TP	MILEAGE REIMBURSEMENT Q1 -108 MIL @54.5	04/01/2018	58.86	58.86	04/12/2018
263033	TURNER WATERCARE	8120-201804	SUPPLIES - FOL FUNDS	03/31/2018	22.50	22.50	04/12/2018
262163	ULINE	94224130	DVD CASES	01/23/2018	180.63	180.63	04/12/2018
Total 56-551300-03 LIBRARY OPERATING:					9,306.41	9,306.41	
66-564600-03 DEVELOPMENT GRANTS & LOANS							
263124	GRAEF	96841	GATEWAY ENTRANCE ECONOMIC DEVELOPMENT STUDY	03/19/2018	294.17	294.17	04/12/2018
261380	STEVE OR LINDA BEHN	BEHN042018	PRINCIPAL - OLD HARDWARE STORE	04/05/2018	87,500.00	87,500.00	04/12/2018
261380	STEVE OR LINDA BEHN	BEHN042018	INTEREST - OLD HARDWARE STORE	04/05/2018	5,322.79	5,322.79	04/12/2018
Total 66-564600-03 DEVELOPMENT GRANTS & LOANS:					93,116.96	93,116.96	
68-564600-03 DEVELOPMENT GRANTS & LOANS							
263124	GRAEF	96841	GATEWAY ENTRANCE ECONOMIC DEVELOPMENT STUDY	03/19/2018	294.17	294.17	04/12/2018
Total 68-564600-03 DEVELOPMENT GRANTS & LOANS:					294.17	294.17	
69-516110-03 LEGAL FEES							
120585	LAROWE GERLACH TAGGERT	INV#312	TAX INCREMENT DISTRICT = 69	03/31/2018	77.50	77.50	04/26/2018

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Total 69-516110-03 LEGAL FEES:					77.50	77.50	
69-564600-03 DEVELOPMENT GRANTS AND LOANS							
263124	GRAEF	96841	GATEWAY ENTRANCE ECONOMIC DEVELOPMENT STUDY	03/19/2018	294.16	294.16	04/12/2018
Total 69-564600-03 DEVELOPMENT GRANTS AND LOANS:					294.16	294.16	
70-554420-03 WASTE WATER EQUIP.							
263170	MIRATECH GROUP, LLC	A24013	GENERATOR @ WWTP	03/29/2018	23,935.50	23,935.50	04/12/2018
Total 70-554420-03 WASTE WATER EQUIP.:					23,935.50	23,935.50	
75-517100-03 MUNICIPAL CAMPUS							
190980	SERVICE ELECTRIC	18172	ELECTRICAL WORK FOR NEW ARCHIVE AREA AT CITY HALL	04/03/2018	2,511.76	2,511.76	04/12/2018
Total 75-517100-03 MUNICIPAL CAMPUS:					2,511.76	2,511.76	
75-531020-03 WW BLOWER PROJECT							
261332	QUARLES & BRADY, LLP	6018229	SANITARY SEWERAGE SYSTEM REVENUE BONDS SERIES 2018 - CLEAN WATER FUND LOAN	04/11/2018	9,000.00	9,000.00	04/26/2018
201064	TOWN & COUNTRY	18755	WWTP CONSTRUCTION SERVICES	04/19/2018	5,000.00	5,000.00	04/26/2018
201064	TOWN & COUNTRY	18756	WWTF RESIDENT INSPECTION	04/19/2018	1,133.50	1,133.50	04/26/2018
Total 75-531020-03 WW BLOWER PROJECT:					15,133.50	15,133.50	
75-531023-03 STORMWATER REPLACEMENT PROJECT							
221070	VIERBICHER ASSOCIATES, INC	170349-00004	N DEWEY - EIGHTH ST STORM SEWER INTERCEPTOR	04/04/2018	240.00	240.00	04/12/2018
Total 75-531023-03 STORMWATER REPLACEMENT PROJECT:					240.00	240.00	
75-543100-03 STREET RECONSTRUCTION							
261764	NEENAH FOUNDRY COMPANY	262877	INLET FRAME, GRATE, CURB BOX, LID - SHOP	03/28/2018	7,822.99	7,822.99	04/12/2018
Total 75-543100-03 STREET RECONSTRUCTION:					7,822.99	7,822.99	
75-543300-03 SCHOOL PROJECT 2018-2019							
221070	VIERBICHER ASSOCIATES, INC	170373-00003	NEW ELEMENTARY SCHOOL INFRASTRUCTURE	04/04/2018	21,382.00	21,382.00	04/12/2018
Total 75-543300-03 SCHOOL PROJECT 2018-2019:					21,382.00	21,382.00	
75-554200-03 PLAYGROUND EQUIPMENT							
130670	MILLER & ASSOCIATES -	217762	SWING HANGER PARKS	04/10/2018	1,180.00	1,180.00	04/26/2018
Total 75-554200-03 PLAYGROUND EQUIPMENT:					1,180.00	1,180.00	
75-554800-03 PARKS IMPROVEMENTS							
20060	BADGER SPORTING GOODS	AAT003723-AA	BACK STOP NETTING - PARKS	03/29/2018	1,360.00	1,360.00	04/12/2018
261363	BEACON ATHLETICS	0488265-IN	ENVIROSCREEN ROLLS - PARKS	04/05/2018	717.00	.00	04/23/2018
261301	BOLT FENCING	BF041218	2 ROLLS WIRE NISHAN PARK SOFTBALL FIELD	04/12/2018	540.00	540.00	04/26/2018
263059	MIDWEST ATHLETIC FILEDS	3491	DIAMOND PRO MOUND AND PLATE CLAY - PARKS	04/02/2018	575.00	575.00	04/12/2018

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
261437	REINDERS	2261266-00	TURFACE- BALLFIELD MATERIAL - PARKS	04/04/2018	1,360.00	1,360.00	04/12/2018
Total 75-554800-03 PARKS IMPROVEMENTS:					4,552.00	3,835.00	
80-514320-05 DUPLICATION - COPIERS - CHARGE							
262628	RHYME BUSINESS PRODUCTS	22498784	COPY MACHINES - CITY HALL	04/16/2018	863.47	863.47	04/26/2018
Total 80-514320-05 DUPLICATION - COPIERS - CHARGE:					863.47	863.47	
80-517100-05 MAINT OF BUILDINGS - CHARGES							
261734	CLASSIC CABINETRY	774569	HINGES & BACKPLATES - PD	04/23/2018	120.00	120.00	04/26/2018
262136	CONSOLIDATED PLASTICS CO	7725210	2 BLACK MATS FOR PD	04/13/2018	1,147.71	1,147.71	04/26/2018
60330	FIRST SUPPLY MADISON	11075767-00	CERAMIC TURN OP CARTRIDGES	04/05/2018	813.17	813.17	04/26/2018
130664	MID-AMERICAN RESEARCH CH	0632093-IN	CLEANING SUPPLIES	03/23/2018	978.00	978.00	04/12/2018
130664	MID-AMERICAN RESEARCH CH	0633338-IN	BOWL & FLOOR CLEANER	04/11/2018	480.00	480.00	04/26/2018
190980	SERVICE ELECTRIC	18255	BALLAST TO REPAIR LIGHT FIXTURE IN STORAGE ROOM	04/16/2018	95.82	95.82	04/26/2018
191009	STAPLES BUSINESS ADVANTA	3372840446	CLEANING SUPPLIES	03/23/2018	312.10	312.10	04/12/2018
Total 80-517100-05 MAINT OF BUILDINGS - CHARGES:					3,946.80	3,946.80	
80-542600-05 INFO SYS - GEN GOVT - CHARGE							
120605	LORRAINES INC	10350421	BATTERY FOR PHONE - PARKS	03/31/2018	27.99	27.99	04/12/2018
Total 80-542600-05 INFO SYS - GEN GOVT - CHARGE:					27.99	27.99	
80-547100-05 GARBAGE & REFUSE - CHARGE							
160650	PETERSON SANITATION INC	1072-0418	HALL - UTILITIES	04/02/2018	192.00	192.00	04/12/2018
160650	PETERSON SANITATION INC	1072-0418	GARABAGE & REFUSE	04/02/2018	192.00	192.00	04/12/2018
160650	PETERSON SANITATION INC	1072-0418	SHOP	04/02/2018	88.00	88.00	04/12/2018
160650	PETERSON SANITATION INC	1072-0418	RACA	04/02/2018	104.00	104.00	04/12/2018
160650	PETERSON SANITATION INC	1072-0418	PARKS	04/02/2018	112.00	112.00	04/12/2018
160650	PETERSON SANITATION INC	1072-0418	GARBAGE SERVICE	04/02/2018	111.02	111.02	04/12/2018
Total 80-547100-05 GARBAGE & REFUSE - CHARGE:					799.02	799.02	
Grand Totals:					484,660.25	483,943.25	

Dated: _____

Mayor: _____



City of Reedsburg
 134 South Locust Street, P.O. Box 490
 Reedsburg, WI 53959
 Ph. 608-524-6404 Fax. 608-524-8458
 www.reedsburgwi.gov

STAFF REPORT

AGENDA ITEM: I-C

To: Mayor and Common Council
Prepared By: Brian Duvalle, Planning and Building
Thru: Stephen P. Compton, City Administrator *sl*
Date of Meeting: May 14, 2018

Subject: Monthly Building Permit Report

BACKGROUND AND REQUEST

On a routine basis the building inspector presents to the Common Council the actions of the proceeding monthly activity.

ANALYSIS

VALUE

	Apr 2017	Apr 2018	Total Change
Zoning	\$4,500	\$7,000	\$3,500
Building	\$833,916	\$900,514	\$66,598

PERMITS

	Apr 2017	Apr 2018	Total Change
Zoning	5	3	-2
Building	17	23	+6

STAFF RECOMMENDATION

Recommend the Monthly Building Permit Report be received and filed by the Common Council.

NOTE(S)

CC: Monthly Building Permit Report

Monthly Building Permit Report

Run Date: 04/30/2018 7:02 PM

Electrical

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/2/2018	<u>P008046-040218</u>	1129 High Street	Paul & Barb	Deckard	Remodeling Kitchen & Bathroom	20,000
4/9/2018	<u>P008056-040918</u>	46 Me Me Lane	Mark	Olson	Finish Basement	10,000
4/9/2018	<u>P008058-040918</u>	347 South Locust Street	Jon	Fuhlbohm	Solar and Service Upgrade	23,240
4/12/2018	<u>P008063-041218</u>	2515 1/2 East Main Street	Steve	Statz	200 Electrical Panel	1500.00
4/12/2018	<u>P008065-041218</u>	901 South Dewey Ave	Tim	Curtin	Temp. Hook-up for Job Trailer	1,700,000
4/17/2018	<u>P008076-041718</u>	272 E. Main Street	Randy	Fusch	Install Sub Panel & Remodel	8000.00
4/25/2018	<u>P008080-042518</u>	111 Rezin Court	Miguel	Ruiz	Electrical Hook-up	8000.00
4/26/2018	<u>P008082-042618</u>	1805 Badger Lane	Charter	Commication	Service on Power Supply for Charter	800.00
						Total Items: 1771540

Maintenance

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/2/2018	<u>P008045-040218</u>	215 S Albert Ave	Sylwia Anderson & Jose Camona		Replacing Roofing	11,000
4/9/2018	<u>P008059-040918</u>	00000	Alliant		Annual Street Opening Permit	
4/12/2018	<u>P008064-041218</u>	240 3rd Street	Brendon	Johnson	Re-Roof Garage	2200.00
4/18/2018	<u>P008078-041818</u>	2701 E Main Street #62	James & Nancy	Fry	New Roof	3,700.00
4/26/2018	<u>P008083-042618</u>	92 Bindl Dr.	Laura	Gruber	Replacing Roof	4000.00
						Total Items: 20900

New Residential

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/2/2018	<u>P008047-040218</u>	66 Me Me Lane	ERNSTMAYER LAND CO		NEW Single Family Home	150,000
4/3/2018	<u>P008049-040318</u>	70 Me Me Lane	Mingu	Ernstmeyer	NEW Single Home	150,000
4/4/2018	<u>P008053-040418</u>	229 Dessa Rain Dr	Ernstmeyer Land Co		NEW House	150,000
4/11/2018	<u>P008062-041118</u>	2017 Retzlaff Dr.	Harley	Judd	NEW Duplex	175,000
4/17/2018	<u>P008077-041718</u>	39 Me Me Lane	Jeff	Ernstmeyer	NEW Single Family Home	75,000
						Total Items: 700000

Plumbing

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/2/2018	<u>P008046-040218</u>	1129 High Street	Paul & Barb	Deckard	Remodeling Kitchen & Bathroom	20,000
4/9/2018	<u>P008056-040918</u>	46 Me Me Lane	Mark	Olson	Finish Basement	10,000
						Total Items: 30000

Remodeling/Alterations

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/2/2018	<u>P008046-040218</u>	1129 High Street	Paul & Barb	Deckard	Remodeling Kitchen & Bathroom	20,000
4/9/2018	<u>P008056-040918</u>	46 Me Me Lane	Mark	Olson	Finish Basement	10,000
4/9/2018	<u>P008057-040918</u>	201 East Main Street	Dave	VanArnam	Interior Remodeling	75,000
4/9/2018	<u>P008060-040918</u>	714 North Locust	John	Roos	New asphalt shingle roof system	8280.00
4/17/2018	<u>P008075-041718</u>	71 ME ME Lane	Budde	Fitch	Finish Basement & Add patio	20,000.00
4/25/2018	<u>P008079-042518</u>	00000			Placing fiber optic cable along vine street & S. Pine Street then E. Main St. to edge of town.	
4/26/2018	<u>P008084-042618</u>	137 North Oak Street	Jeremy	Backeberg	Sump Pump	4794.00
						Total Items: 138074

Zoning

Create Date	Reference No	Address 1	First Name	Last Name	PER_Description of Work	PER_Estimated Project Cost
4/3/2018	<u>P008048-040318</u>	1105 Fuhrman Dr.	Nicholas	Hellenbrand	Put fence up on east side of shop parking lot.	2,000.00
4/17/2018	<u>P008073-041718</u>	115 2nd Street	Quillins Foods		Install non-illuminated wall sign and replace the top pylon faces with new faces	5000.00
4/17/2018	<u>P008074-041718</u>	S2745 Twin Pine Road	Kurt	Koenecke	50 by 100 hoop shed for temporary cover of farm equipment	15,000.00
						Total Items: 22000

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00
 Operator Fee - \$25.00
[eff. July of even-numbered years]

Office Use Only
 License # 2018003673
 Provisional # 2018003673
 Fee Is Non-Refundable

Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP may not provide a comprehensive list of ALL arrests and convictions).

Review of your application

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
- If you are asked to appear but choose not to do so, your application may be denied.
- Meetings of the Ordinance Committee are open to the public.

Last Name LOCKEN	First Name WHITNEY	M.I. J	E-Mail Address locken17@outlook.com
----------------------------	------------------------------	------------------	---

Residence: Street Address 53380 Golf Course Rd	City Reedsburg	State WI	Zip 53959
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Phone 608-963-4256	Date of Birth .	Birth Place (City, State) Baraboo, WI	Race Caucasian	Sex F	Height 5'7"	Weight 140	Hair Brown	Eyes Hazel
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Driver's License Number (State & Number) -	Place of Employment The Vault Wine Bar and Lounge	Contact Person & phone number
--	---	-------------------------------

Other names, aliases or birth dates ever used
WHITNEY SKINNER

Cities and States lived in since age 18, including where you now reside:	From:	To:
Reedsburg, WI	2015	2018
Bernard, IA	2012	2015
Dubuque, IA	2011	2012
Cuba City, WI	2010	2011
Fort Dodge, IA	2008	2010

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident
 U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

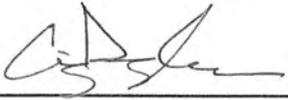
WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Whitney Locken

School Name: 360training.com, Inc.

Date of Completion: 02/28/2018

Certification #: WI-74925

I,  _____

**Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.**

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17,134.66

 learn²
serve

Corporate Headquarters

6801 N Capital of Texas Hwy, Suite 150
Austin, TX 78731
P: 877.881.2235

Operator License Application

(Pursuant to Reedsburg Ordinance, Section 12.01)

New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00
 Operator Fee - \$25.00
Pd 4-19-18 [eff. July of even-numbered years]

Office Use Only	License #	Provisional #	Fee Is Non-Refundable
		3674	

- Filling out your application**
- An Operator License is a privilege, not a right. Any false answers or omissions may result in the denial of your application.
 - This application must be filled out accurately and completely.
 - If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
 - If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
 - Your application will not be processed until you deal with outstanding warrants.
 - You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP may not provide a comprehensive list of ALL arrests and convictions).
- Review of your application**
- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
 - If there are concerns about your arrest and/or conviction record as it relates to your application, or if it appears that you falsified or omitted information from your application, you may be called to appear before the Ordinance Committee.
 - If you are asked to appear but choose not to do so, your application may be denied.
 - Meetings of the Ordinance Committee are open to the public.

Last Name <i>STOVEY</i>	First Name <i>CRAIG</i>	M.I. <i>D</i>	E-Mail Address <i>COSTOVEY@GMAIL.COM</i>
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Residence: Street Address <i>56875 FAWN VALLEY DR</i>	City <i>REEDSBURG</i>	State <i>WI</i>	Zip <i>53959</i>
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Phone <i>608-415-1341</i>	Date of Birth	Birth Place (City, State) <i>DUNNATE Jct CAPEN WI</i>	Race <i>W</i>	Sex <i>M</i>	Height <i>6'3"</i>	Weight <i>240</i>	Hair <i>BLK</i>	Eyes <i>BLU</i>
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Driver's License Number (State & Number)	Place of Employment <i>QUILLINS</i>	Contact Person & phone number <i>608-524-4533</i>
--	--	--

Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:
<i>VIROQUA, WI</i>	<i>'94</i>	<i>2004</i>
<i>WESTBY, WI</i>	<i>'93</i>	<i>'94</i>
<i>SOLDIERS GRAVE, WI</i>	<i>'80</i>	<i>'93</i>
<i>REEDSBURG, WI</i>	<i>2004</i>	<i>PRESENT</i>

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident

U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Continue on Reverse Side

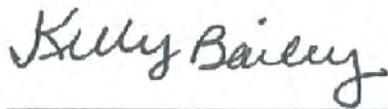
Wisconsin Responsible Beverage Seller Training

Craig Stovey

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL90141

Date of Completion: 04/18/2018



Authorized Signature

ServerLicense.com is approved by the Wisconsin Department of Revenue and fully complies with statutes 125.04 and 125.17. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning _____ 20 _____
ending June 30 20 18

TO THE GOVERNING BODY of the: Town of Village of City of } Reedsburg

County of Sauk Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Quillins Inc.

Applicant's WI Seller's Permit No.: <u>456-00005914477-03</u> FEIN Number: <u>31-1037667</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>60.00</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>240.00</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>325.00</u>

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
Resident/Member	<u>President</u>	<u>Michael J. Quillin</u>	<u>236 Kevin Ct. Onaska, WI</u>	<u>54650</u>
Vice President/Member	<u>Vice President</u>	<u>Timothy E. Quillin</u>	<u>1025 Oak Timber Dr. Onaska, WI</u>	<u>54650</u>
Secretary/Member				
Treasurer/Member				
Agent	<u>President</u>	<u>Michael J. Quillin</u>	<u>236 Kevin Ct. Onaska, WI</u>	<u>54650</u>
Directors/Managers	<u>Craig Stovey (Manager)</u>	<u>E6875 Fawn Valley</u>	<u>Reedsburg WI</u>	<u>53959</u>

3. Trade Name Quillins Quality Foods Business Phone Number (608) 524-4533
4. Address of Premises 115 2nd st. Post Office & Zip Code Reedsburg, WI 53959

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1964 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Sales Floor at Front End of store

10. Legal description (omit if street address is given above): see above address

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? David R Sorenson / 2nd Street Market

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864] Yes No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 29 day of March, 2018

Emily M. Waller
(Clerk/Notary Public)



[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

My commission expires 1-22-2022

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4-6-18</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

[Handwritten initials]

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Quillin		Michael		J	
Home Address (street/route)		Post Office	City	State	Zip Code
236 Kevin Court			Onalaska	WI	54650
Home Phone Number		Age	Date of Birth	Place of Birth	
(608)-790-3072		53	04/01/64	LaCrosse, WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- President of Quillins, Inc.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 23 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Vernon County WI, LaCrosse County WI, State of MN, State of IA
Quillins, Inc, Quillins Minn LTD, Quillins Iowa, Inc. Beer, Liquor, Wine Lic.
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

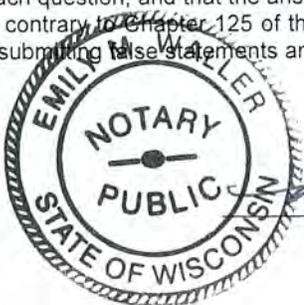
Employer's Name <u>General Mills</u>	Employer's Address	Employed From	To
Employer's Name <u>Quillins</u>	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 29 day of March, 20 18

Emily M. Waller
(Clerk/Notary Public)



[Signature]
(Signature of Named Individual)

My commission expires 1-22-2022



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Reedsburg County of Sauk

The undersigned duly authorized officer(s)/members/managers of Quillins Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Quillins Quality Foods
(trade name)

located at 115 2nd street Reedsburg, WI 53959

appoints Michael J. Quillin
(name of appointed agent)
236 Kevin Court Onalaska, WI 54650
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Quillins Inc. - city of Virgoqua, town of Campbell

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 23 years

Place of residence last year Onalaska, WI 54650 236 Kevin Court

For: Quillins, Inc.
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Michael J. Quillin, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 03/29/2018 Agent's age 53
(signature of agent) (date)
236 Kevin Court Onalaska, WI 54650 Date of birth 04/01/1964
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 4-10-18 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

Letter ID L1600374288

QUILLINS, INC.
 700 3RD ST N STE 105
 LA CROSSE WI 54601-3225

Wisconsin Department of Revenue Seller's Permit

Legal/real name: QUILLINS, INC.
Business name: QUILLINS QUALITY FOODS
 115 2ND ST
 REEDSBURG WI 53959-1602

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-0000594477-03

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 18 ending June 30 20 18

TO THE GOVERNING BODY of the: Town of Village of City of Reedsburg

County of Sauk Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Quillins Inc.

Applicant's WI Seller's Permit No. FEIN Number: <u>456-0000594477-03 39-1037667</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>60.00</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>240.00</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>325.00</u>

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>President</u>	<u>Michael J. Quillin</u>	<u>236 Kevin Court Onalaska, WI</u>	<u>54650</u>
Vice President/Member	<u>Vice President</u>	<u>Timothy E. Quillin</u>	<u>1025 Oak Timber Dr. Onalaska, WI</u>	<u>54650</u>
Secretary/Member				
Treasurer/Member				
Agent	<u>President</u>	<u>Michael J. Quillin</u>	<u>236 Kevin Court Onalaska, WI</u>	<u>54650</u>
Directors/Managers	<u>Manager</u>	<u>Craig Stovey</u>	<u>E6875 Fawn Valley Reedsburg, WI</u>	<u>53959</u>

3. Trade Name Quillins Wine and Spirits Business Phone Number (608) 768-2500
 4. Address of Premises 137 Second street Post Office & Zip Code Reedsburg, WI 53959

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1964 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Retail sales floor

10. Legal description (omit if street address is given above): see above address
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? David R. Sorenson / 2nd street Liquor
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 29 day of March, 2018

Emily M. Waller
 (Clerk/Notary Public)



[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

My commission expires 1-22-2022

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4-6-18</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

[Handwritten Initials]

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Quillin		Michael		J.	
Home Address (street/route)		Post Office		City	
236 Kevin Court				Onaska	
Home Phone Number		Age		Date of Birth	
(608) 790-3072		53		04/01/64	
				State	
				WI	
				Zip Code	
				54650	
				Place of Birth	
				LaCrosse, WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- President of Quillins Inc
- (Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 23 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. Quillins Inc. Quillins Minn LTD, Quillins Iowa Inc. Beer, Liquor, Wine
Vernon County, WI, LaCrosse County, WI, State of MN, State of Iowa
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
General Mills			
Employer's Name	Employer's Address	Employed From	To
Quillins			

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 29 day of March, 20 18

Emily M. Waller
(Clerk/Notary Public)

My commission expires 1-22-2022



[Signature]
(Signature of Named Individual)



Printed on Recycled Paper

Wisconsin Department of Revenue

[Handwritten mark]

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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To the governing body of: Town Village City of Reedsburg County of Sauk

The undersigned duly authorized officer(s)/members/managers of Quillins, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Quillins Wine and Spirits
(trade name)

located at 137 Second Street Reedsburg, WI 53959

appoints Michael J. Quillin
(name of appointed agent)
236 Kevin Court Onalaska, WI 54650
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Quillins Inc - City of Viroqua, Town of Campbell

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 23 years

Place of residence last year 236 Kevin Court Onalaska, WI 54650

For: Quillins, Inc.
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Michael J. Quillin, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 03/29/2018 Agent's age 53
(signature of agent) (date)
236 Kevin Court Onalaska, WI 54650 Date of birth 04/01/1964
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 4-10-18 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

Letter ID L1600374288

QUILLINS, INC.
 700 3RD ST N STE 105
 LA CROSSE WI 54601-3225

Wisconsin Department of Revenue Seller's Permit

Legal/real name: QUILLINS, INC.
Business name: QUILLINS QUALITY FOODS
 115 2ND ST
 REEDSBURG WI 53959-1602

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-0000594477-03

Proclamation

Recognizing

EMERGENCY MEDICAL SERVICES WEEK

- WHEREAS:** Emergency medical services are a vital public service to the people and communities of Reedsburg; and
- WHEREAS:** Access to quality emergency care significantly improves the survival and recovery rate of those who experience sudden illness or serious injury; and
- WHEREAS:** Reedsburg strives to continually improve its emergency medical and trauma care systems to ensure that all citizens receive the highest standards of emergency medical care; and
- WHEREAS:** Emergency care personnel, including skilled dispatches, first responders, emergency medical technicians, paramedics, nurses, and physicians, whether volunteers or paid personnel, complete thousands of hours of specialized training and educational to enhance their lifesaving skills; and
- WHEREAS:** Members of emergency medical services teams are ready to provide lifesaving care to those in need 24-hours-a-day, seven-days-a-week; and
- WHEREAS:** People in Reedsburg benefit daily from the knowledge and skills of these highly trained individuals and their unselfish dedication to Reedsburg residents and visitors;

NOW, THEREFORE, BE IT RESOLVED that I, David Estes, Mayor of the City of Reedsburg, do hereby proclaim the week of May 20 – 26, 2018 as Emergency Medical Services week.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Reedsburg to be affixed this 14th day of May in the year 2018.

David Estes,
Mayor, City of Reedsburg

May 14, 2018

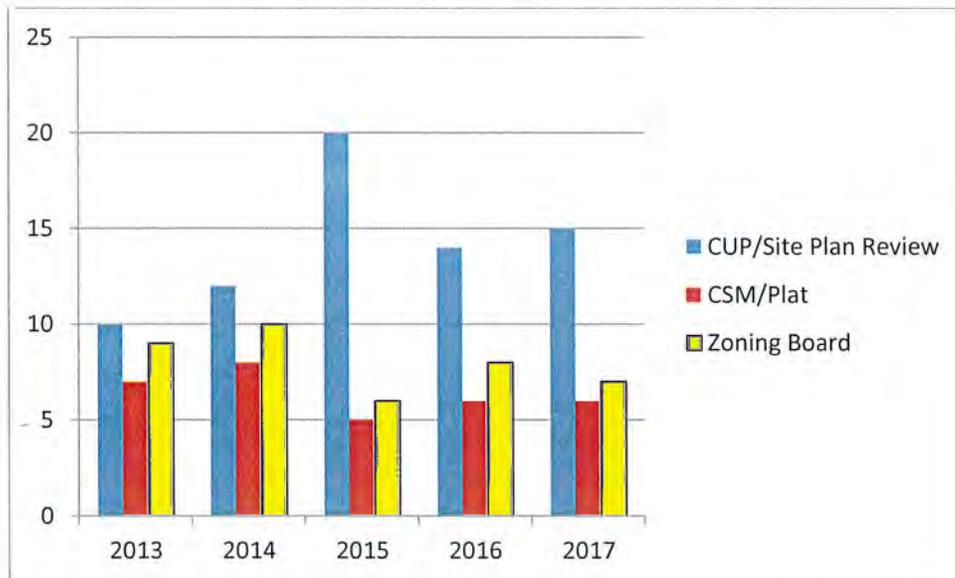
To: Mayor Estes and Common Council
From: Brian Duvalle
Subject: 2017 Development Report

Dear Mayor and Alderpersons,

The following is a summary of planning/zoning, building inspection, and code enforcement for 2017.

PLANNING / ZONING

- Co-chair of Design Reedsburg planning workshop. Weekly meetings were held to plan for the event which occurred May 4-7.
- Renewed Bird City Wisconsin status for Year 4.
- Adopted right-of-way ordinance.
- The Plan Commission approved 15 Conditional Uses/Site Plans, six CSMs/Plats and four rezoning requests.
- The Zoning Board of Appeals approved seven zoning variances.
- Amendments to the zoning ordinance: tourist housing, employee housing, sign ordinance, four rezonings, and one annexation.
- Approved by the CDA – sale of 140 Eagle St (former concrete plant), sale of 101 Vine St (RAHS flip), Business Incubator Plan update, and Double Dip incubator start-up.



HISTORIC PRESERVATION COMMISSION

- Hosted and assisted with the annual conference for the WI Association of Historic Preservation Commissions held April 28-29 at the Voyageur Inn. The Commission also won an award for the Nishan Park sign during the conference.
- Completed and installed sign commemorating the former Creamery at the current Harvest Park site.
- Completed and installed sign commemorating Herbert Webb at Webb Park.
- Completed Sorom Park sign; will be installed spring 2018.
- Completed second bus tour in conjunction with the Log Village chicken BBQ on Memorial Day weekend.
- Assisted with Cookies with Santa fundraiser at Parkview B&B. The event sold 151 tickets and raised \$625 for the HP Commission.

REEDSBURG INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMITTEE

The RICDC worked on several matters in 2017 including:

- Hanksraft – Business Assistance Grant
- Sharratt Warehouse
- Frac sand shipping proposal
- Renegade storage building
- Reedsburg Hardwoods kiln

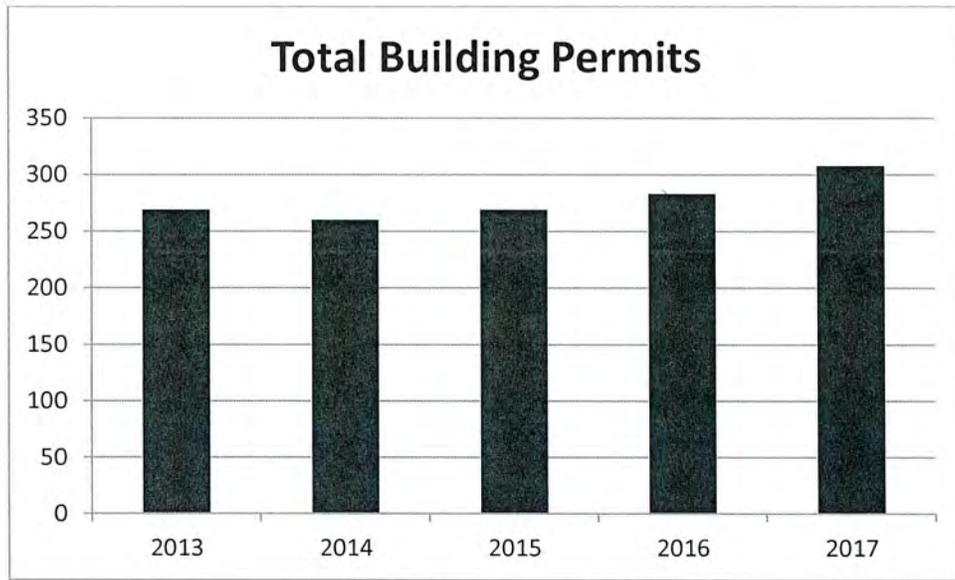
FLOODPLAIN

- Renewed another year of FEMA's Community Rating System (CRS). We are approved for Class 6, which means a 20% reduction in flood insurance premiums (10% for properties outside the floodplain). Every CRS community is re-evaluated every five years with Reedsburg scheduled for 2018.

BUILDING

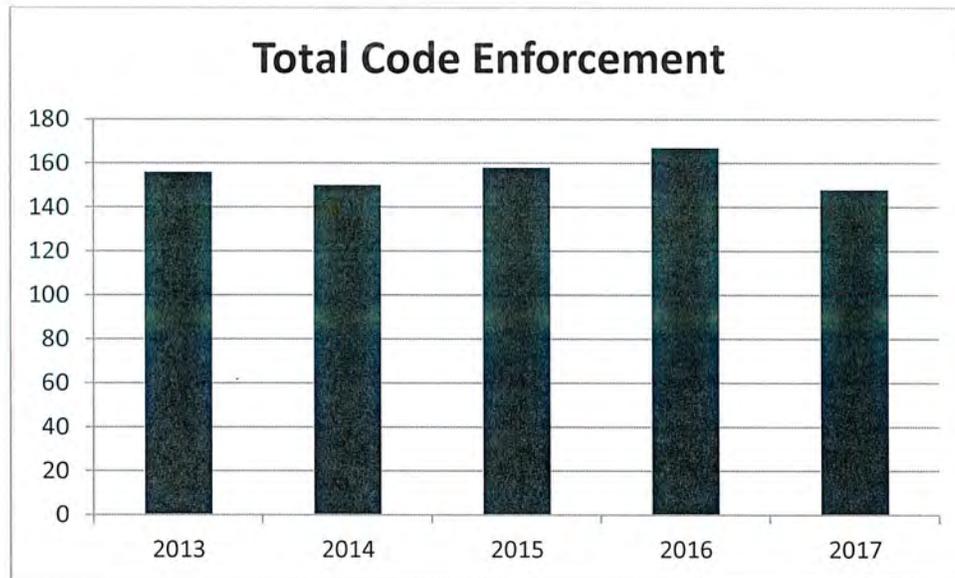
There were a total of 308 permits issued in 2017 including 13 new single-family houses, four duplexes, and seven new mobile homes. Some notable examples of new or remodeled commercial construction include:

- Sharratt Warehouse
- RAMC Addition
- Lakeside employee housing
- Viking Drive apartments



CODE ENFORCEMENT

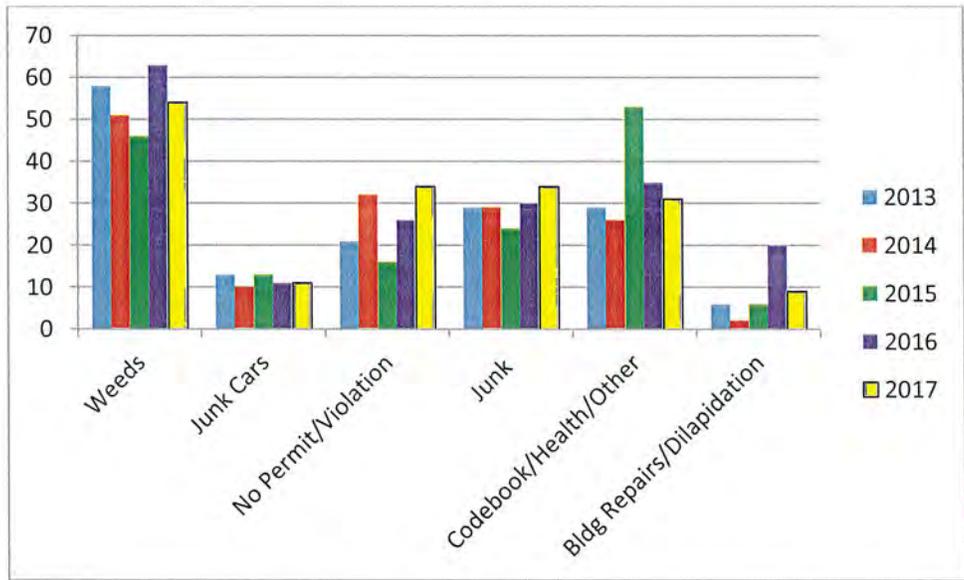
Code enforcement is initiated both by complaints received and violations discovered by myself. There were 148 properties with complaints/violations last year.



Grass/Weeds – 54
 Junk Vehicle – 11
 No Permit/Violation – 34

Junk – 34
 Codebook/Health/Other – 31
 Bldg. Repairs/Dilapidation – 9

Some properties had more than one violation for an overall total of 173.



Examples of violations in the ‘Codebook...’ category include mold, vermin, erosion control, tree limbs, and water disconnections among others.

If you have any questions, please contact me at 768-3354 or bduvalle@ci.reedsburg.wi.us

Respectfully,

Brian Duvalle AICP, CFM
Planner/Building Inspector #1070808

STAFF REPORT

AGENDA ITEM: II-D

To: Mayor and Common Council, Boards and Department Heads

Prepared By: Stephen P. Compton, City Administrator 

Date of Meeting: May 14, 2018

Subject: Annual Code of Ethics Review

BACKGROUND AND REQUEST

The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City.

ANALYSIS

The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees.

STAFF RECOMMENDATION

Each year between May 1st and May 31st each public official, Mayor, the chair of each board, commission or committee and through the City Administrator, each department head shall review the provisions of the Ethics Code and certify that such review has occurred. (See last Page of Staff Report)

FINANCIAL IMPACT

None

Attachments:

City of Reedsburg – Ordinance 1.20 City of Reedsburg Code of Ethics

City of Reedsburg – Signature Page

1.20 CITY OF REEDSBURG CODE OF ETHICS

(1) Statement of Purpose

- (A) The proper operation of democratic government requires that public officials and employees be impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all City of Reedsburg officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.
- (B) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Reedsburg.

(2) Definitions

The following definitions shall be applicable in this Code:

- (A) "Public Official" means those persons serving in elected or appointed offices and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council whether paid or unpaid.
- (B) "Public Employee" means any person excluded from the definition of a public official who is employed by the City.
- (C) "Anything of Value" means any gift, favor, loan, service having a value of more than \$25.00 or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (D) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (E) "Personal Interest" means the following specific blood or marriage relationships:
1. A person's spouse, mother, father, child, brother or sister; or
 2. A person's relative by blood or marriage who receives, directly or indirectly, more than one-half (1/2) of his or her support from such person or from whom such person receives, directly or indirectly, more than one-half (1/2) of his or her support.
- (F) "Significant Interest" means owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of any business.
- (G) "Financial Interest" means any interest, which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining

the services of the officer or employee.

(3) Statutory Standards of Conduct

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (A) Sec. 946.10. Bribery of Public Officers and Employees.
- (B) Sec. 946.11. Special Privileges from Public Utilities.
- (C) Sec. 946.12. Misconduct in Public Office.
- (D) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (E) Sec. 19.41 et. seq. Code of Ethics for Public Officials and Employees.

(4) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their prime concern.

(5) Dedicated Service. Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work. Members of the City staff are expected to follow their appropriate professional code of ethics.

(6) Fair and Equal Treatment

- (A) Use of Public Property. No official or employee shall use or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorized board, commission or committee.
- (B) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use their position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for themselves or for a member of their immediate family.
- (C) Political Contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Code is a candidate or treasurer.

(7) Conflict of Interest

(A) Financial and Personal Interest Prohibited.

- 1. No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Code or which would tend to impair

- independence of judgment or action in the performance of official duties.
2. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.
 3. Any non-elected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
 4. Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.
- (B) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
- (C) Gifts and Favors
1. No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
 2. No official or employee, personally or through a member of his or her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal, and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.

3. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
 4. Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within ten (10) days of receipt for recommended disposition. Any person subject to this Code who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this Code.
- (D) Representing Private Interests before City Agencies or Courts.
1. Non-elected City officials and employees shall not appear on behalf of any private person (other than himself or herself, his or her spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
 2. Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (E) Ad Hoc Committee Exceptions. No violation of the conflict of interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue of topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Common Council that such interest exists.
- (F) Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City unless, within the confines of Wis. Stat. sec. 946.13:
1. The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this Section after determining that it is in the best interest of the City to do so.
 2. The provisions of this Subsection shall not apply to the designation of a public depository of public funds.
- (8) Ethics Board. (Rev. 7-26-10)
- (A) The ethics board shall consist of five members. The membership of the ethics board shall consist of four citizens and one alderperson. The non-alderperson members shall not be an elected official, full-time appointed official or City employee, nor shall the non-council

- members be currently serving on any other City board, commission or committee. The city attorney shall furnish the board any legal assistance necessary to carry out its functions.
- (B) Ethics Board members shall be appointed by the mayor, subject to confirmation by the council. Initial terms of office shall be one citizen shall be appointed for two years, one citizen will be appointed for one year, and two citizens will be appointed for three years. There after all terms shall be three years. Terms begin May 1 of the respective year. Each year the Mayor shall appoint the alderperson at the annual reorganization meeting. Three members shall constitute a quorum of the Board.
 - (C) The Ethics Board shall elect its own chair.
 - (D) The Ethics Board may make recommendations to the common council with respect to amendments of this code of ethics.
 - (E) Any person covered by this Ethics Code may apply in writing to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests, therefore, shall be in writing and shall state all material facts. It shall be prima facia evidence of intent to comply with this Ethics Code when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a non-member Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by §19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.
 - (F) All complaints alleging that an official or employee committed a violation of this Ethics Code shall be addressed to the Ethics Board and shall be filed with the City Clerk. All such Complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this Ethics Code and shall further state the evidentiary facts supporting the charge.
 - (G) Within 14 days after the filing of a properly verified complaint with the City Clerk, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the Complaint to the respondent by certified mail or shall have a copy of the Complaint delivered to the respondent by personal service.
 - (H) Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this Ethics Code. No preliminary investigation of an alleged violation of this Ethics Code may be initiated until a copy of the Complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent or personally served upon the respondent. The preliminary investigation shall be completed within 30 days after the date that the Complaint and notice thereof is mailed to the respondent or personally served upon the respondent except the

Board may extend the investigation period for up to an additional 60 days with notice to the respondent and to the complainant.

- (I) If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this Ethics Code, it shall dismiss the Complaint. The Board shall promptly notify the complainant and the respondent by certified mail or personal service of its decision dismissing the Complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless within 20 days of the Board's mailing or personal service of its Dismissal Order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original Complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.
- (J) If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the Complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall be held in closed session except that the respondent shall have a right to demand that the hearing be held in open session and, upon such demand, the Board shall conduct the hearing in open session.
- (K) The chairperson of the Board shall preside over the proceedings and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by Subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to §885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on their respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.
- (L) All testimony of witnesses at the proceedings shall be given under oath, administered by the Chairperson in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.
- (M) The proceedings shall be conducted in the following order:
 1. Statement of the issues and rules by the Chairperson.
 2. Brief factual summaries, if any, by both sides.
 3. Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.
 4. Cross examination of witnesses by the respondent.
 5. One additional opportunity to question witnesses by the complainant.
 6. One additional opportunity to cross-examine witnesses by the respondent.
 7. Presentation of the base for the respondent.
 8. Repeat of steps (4), (5) and (6) regarding witnesses and evidence produced on behalf of the respondent.
 9. Opportunity for each side to present evidence in rebuttal of any evidence presented by

the opposing side.

10. Brief closing arguments, if any, by both sides.

- (N) The Board shall not be bound by common law or statutory rules of evidence and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hear-say evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.
 - (O) The Board shall deliberate in closed session.
 - (P) Within 10 working days of the conclusion of the hearing, the Board shall file its written Findings of Fact, Conclusions of Law and Recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written Order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the Complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other proper City Authority, and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend suspension without pay, discharge, or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of §19.59, Wis. Stats.
 - (Q) Records obtained or prepared by the Board in connection with an investigation of a violation of this Ethics Code shall not be open for public inspection, except that the Board shall permit public inspection of records of a hearing conducted in open session pursuant to the request of the respondent as provided in subsection (J) hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.
 - (R) The time frames set forth in this Ethics Code specifying Board action are not jurisdictional and the Board may, where appropriate, extend any time period as necessary.
- (9) Distribution of Ethics Code
- (A) The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City within 30 days after enactment of this section. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his or her duties.
 - (B) Each public official, Mayor, the chairman of each board, commission or committee and

through the City Administrator, the head of each department, shall, between May 1st and May 31st each year, review the provisions of this code with their fellow council members or board, commission, committee members or subordinates, as the case may be, and certify to the City Clerk by June 15 that such annual review had been undertaken. A notice of this Ethics Code shall be continuously posted on the City bulletin boards wherever situated.

- (C) Each public official and employee shall, in connection with pars (a) and (b) above, also complete and file with the City Clerk, as appropriate, the following statement of understanding:

“I have read and understand the contents of the City of Reedsburg Ethics Code, including the attached State statutes.* I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code.” (* 946.10 through 946.13; and, 19.41 et seq.)

- (10) Employees Covered by Collective Bargaining Agreements. In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code.
- (11) Sanction. A determination that an employee’s actions constitute improper conduct under the provisions of this Code may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, which may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.
- (12) Police Officers and Firefighters. When an ethics complaint has been filed against a police officer or firefighter or the Chief of either the Police or Fire Department, the procedure shall be performed in accordance with the provisions of Wis. Stat. sec. 62.13.
- (13) Penalties. Violation of any provision of this Code should raise conscientious questions for the incumbent concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City of Reedsburg. For non-elected officials or City employees, violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action. As an alternative or an addition to the sanctions imposed herein, any person violating the provisions of this sanction shall be subject to a nonreimbursable forfeiture of not less than one hundred (\$100) dollars nor more than five hundred (\$500) dollars.

**City of Reedsburg
Annual Code of Ethics Review**

(Return to City Administrator by May 31st)

Each year between May 1st and May 31st each public official, Mayor, the chair of each board, commission or committee and through the City Administrator, each department head shall review the provisions of the Ethics Code and certify that such review has occurred.

I have read and understand the contents of the City of Reedsburg Code of Ethics, including the attached State statutes.*

I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code."(*946.10 through 946.13; and, 19.41 et seq.)

Reviewed this _____ day of May by the _____ Boards, Committee, Commissions.

Public Official

Job Title

Signature

Date

APPLICATION FORM

WEBB FUND

Submit application to: Reedsburg City Clerk
134 S. Locust St.
PO Box 490
Reedsburg, WI 53959
(608) 524-6404 FAX (608)524-8458 cityhall@ci.reedsburg.wi.us

Please allow a minimum of 60 days for processing of application.

Name of applicant: Historic Preservation Commission

Organization: City of Reedsburg

Federal ID Number: _____ Phone No. 524-6404 Fax No. _____

Tax status of applicant (corporation, charity, governmental body, etc.) _____

Street Address: 134 S. Locust Mailing Address: _____

City, State, Zip Reedsburg

DESCRIPTION OF THE PROJECT

Describe in detail the proposed project (attach additional sheets if necessary): The HP Commission will be ordering a bronze marker for Anna Stone Park. It will provide historical info on Anna Stone and A.P. Ellinwood.

Location of Project (projects must be in the City limits) Anna Stone Park

How will the project recognize the contribution from the Webb Fund? The marker will state that funding was provided by the Webb Fund.

How will the project benefit the city of Reedsburg? It will provide a historical summary of who Anna Stone was and the importance to Reedsburg of A.P. Ellinwood.

Herbert Webb Trust Fund Policies

1. Proposals should be for a substantial item or project and have a useful life of at least three years. Proposals should be consistent with the general outlines of the Herbert Webb Trust Fund.
2. Each item or project will be approved on a case-by-case basis.
3. Items or projects must be located within the city limits of Reedsburg.
4. A dedication plaque is required, which must be presented at City Hall before payment is released and may not be purchased with Webb Fund Money.
5. The Finance Committee of the City Council will consider requests and make recommendations to the City Council for approval. Other committees may also make or consider requests and make recommendations to the Council.
6. Non-government groups may make applications so long as the civic purpose is consistent with the general outlines of the Herbert Webb Trust Fund. All requests will be in writing.
7. Applications will be accepted quarterly.
8. The Finance Committee, as advised by the staff, will monitor the annual earnings of the Webb Fund. They may recommend changes in the re-allocation of assets to the Harris Bank through the City Administrator. However, Harris Bank has the ultimate say on investment decisions.
9. The Council, advised by the Finance Committee, will prudently manage the disbursement of the Webb Fund so as not to over-commit future earnings and the revenue stream coming to the City.
10. The Council will report annually to the citizens of Reedsburg—via the media—the status of the Herbert Webb Trust Fund.
11. Applicants shall have at least two quotes from contractors where practical.
12. Applicants shall contribute at least 25% of the project cost.
13. Applicants may only apply for funds once in a calendar year for a specific project.
14. Applicants shall be responsible to return funds for uncompleted projects or funds not used.

Brian Duvalle

Subject: FW: Anna Stone budget

16" x 24" cast aluminum \$660.00 delivered

16" x 24" cast bronze \$850.00 delivered

Let me know if I can be of any further help.

Have a great day.

Mark

Artistic Bronze Inc.

8915 SW 19 AV RD

Ocala FL 34476

800 330 7525

www.artisticbronzesigns.com

www.artisticbronze.com

And this is the response I received with our questions regarding weight and mounting options:

Good morning.

The weight in cast aluminum for this size is estimated at 15#, in cast bronze 50#.

We do have steel post bent to a 30* angle to mount the plaques onto. (1) post would be suffice for either material.

Cast aluminum 1.5" x 80" steel post \$95.00 plus shipping

Cast bronze 2" x 80" steel post \$125.00 plus shipping

If mounting onto a solid wall, boss and stud is the preferred mounting. If a hollow wall, screws with toggle bolts is preferred. Let me know if I can be of any further help.

Kind regards,

Mark

~ Artistic Bronze Rendering ~

Anna Stone - A.P. Ellinwood

Alexander P. "A.P." Ellinwood was born September 9th 1833 in Smithfield, New York. As a young man of 25, he moved to Reedsburg. He married Hannah Cottington, daughter of Jesse Cottington who introduced hops to the area. Ellinwood was a teacher, principal in the Reedsburg school system and served in the Civil War, attaining the rank of captain. He was chairman of the Sauk County Board of Supervisors, Reedsburg's second mayor and then a member of the Wisconsin state assembly. He owned over 300 acres of land on Reedsburg's west side, including an area (because of its wet conditions) known as "Ellinwood's Frog Pond". He had a fair ground built in 1872 consisting of bleachers and a racetrack. Ellinwood died in 1901. Among many surviving relatives was a nephew, James Stone.

Anna Louise Stone was the 28 year old daughter of James and Minnie Stone. She was a 1902 graduate of Reedsburg High School and a 1906 Graduate of the University of Wisconsin. She taught high school at Florence, Wisconsin until failing health caused her to return home. There was a brief happy marriage to James R. Semple. Anna died November 3, 1913. Her father James Stone was a lawyer, Superintendent of Reedsburg Schools, and assistant Secretary of State, and strong proponent of establishing the Sauk County Teacher's college on Reedsburg's west side. Stone donated land for the college, which had other names over the years of 1911 to 1969. The Reedsburg Campus of Madison College now fills that niche.

Anna Stone Memorial Park was dedicated March 23, 1915. James and Minnie Stone gave this parkland to the people of Reedsburg as a playground for children and a memorial to Anna Stone and A.P. Ellinwood.

FUNDED BY THE WEBB FUND & THE REEDSBURG PRESERVATION COMMISSION

FUNDED BY THE WEBB FUND & THE REEDSBURG PRESERVATION COMMISSION

ANNA STONE and A.P. ELLINWOOD

Version 4

Reedsburg as a playground for children and a memorial to James and Minnie Stone gave this parkland to the people of Anna Stone Memorial Park was dedicated March 23, 1915.

OF MADISON COLLEGE NOW FILLS THAT NICHE.

STAFF REPORT

AGENDA ITEM: III-A-2

To: Mayor and Common Council

Prepared By: Matt Scott, Parks and Recreation Director

Through: Stephen P. Compton, City Administrator 

Date of Meeting: May 14, 2018

Subject: Lakeside Foods - Request to Reimburse Park Impact Fees

BACKGROUND AND REQUEST

Lakeside Foods has made a written request to receive a park fee reimbursement in the amount of \$4,800 for their seasonal housing project within the industrial park. The initial amount paid was \$9,600 when the permit was pulled for the project. The seasonal housing is located on the business site near the plant. The housing facility is used as dorm like living in direct support of housing for seasonal workers brought in from outside the area. The Parks and Recreation Committee reviewed the request initially at the June 20 2017 meeting and a motion was made to reduce the amount to be paid to \$4,800 (50%).

The motion failed in The Parks Committee on a vote of 2-2. The City Administrator brought this to the City Council Agenda on July 24, 2017 at which time the item was tabled until the next meeting. At the next meeting the item was discussed and held with approval of a new "Park Impact Fee" study was approved and the item to be brought back after the study. After the completion of the study and approval of the Park Impact Fee study in February of 2018, the new ordinance included fees for seasonal dorm like housing that are used seasonally. The council approved the new ordinance which lowered the impact fee for these units to \$400/unit (50% decrease).

ANALYSIS

Because our municipal code did not deal with this sort of housing at the time of the original request for a reduction of impact fees at the time of the building permit, it was decided wait and deal with this type housing in the new Park Impact Fee study completed in Feb. 2018. Under the current "Park Impact" fees study this request can be considered for the type of commercial or industrial area housing which supports dorm style housing. The nature of the permit issued for the construction was "Seasonal Workforce Housing" and the rate for each unit would be \$400 for the 12 units built.

STAFF RECOMMENDATION

Staff recommends that Lakeside Foods be reimbursed in the amount of \$4,800 in accordance with the new "Impact Fee" ordinance 1836-18.

FINANCIAL IMPACT

\$4,800 would be returned to the property owner if this appeal is approved.

ATTACHMENT

Ordinance 1863-18

ORDINANCE NO. 1863-18 (Amendment of Park Impact Fees)

The City of Reedsburg, Sauk County, Wisconsin does hereby ordain as follows:

SECTION 1: PURPOSE.

The purpose of this ordinance is to amend the current Park Impact Fee structure.

SECTION II: PROVISION AMENDED.

City of Reedsburg Code Section 3.10 Impact Fees for Capital Projects is hereby amended by this Ordinance.

- (5) Impact Fees for Park Facilities
- (A) Impact fees for park facilities imposed pursuant to this ordinance shall be due and payable at the time of issuance of a building permit for new construction of a residential dwelling.
- (B) Impact fee for dwelling units shall be \$800 for a single unit. **For seasonal employee housing development with more than twelve (12) units, the fee can be reduced to \$400 pending the inclusion of recreation facilities and open space is required for these developments.**
- (6) Payment of Impact Fees
- (A) All required impact fees shall be paid in full by separate check at the time of issuance of a building permit with a new water meter or change in water meter size and/or a new dwelling unit. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time of building permit issuance.
- (7) Needs Assessment
- (A) The basis for the imposition of impact fees is the Park Facilities Needs Assessment Report and its attachments as outlined in the needs assessment prepared by the Vierbicher in November 2017 and the Water System Report on Impact Fees prepared by Virchow, Krause & Company, LLP in November 2001, both of which are on file in the office of the City Clerk of the City of Reedsburg. Park impact fees shall be used generally for parks, playgrounds, and land for athletic fields. Water impact fees shall be used for water towers, reservoirs, pump stations, wells and equipment, lift stations, water mains and related public improvement of the Water Utility. (Rev. 3-10-08)
- (8) Use of Impact Fees
- (A) Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development. These costs may include the costs of debt service on bonds or similar debt instruments when the debt has been incurred for the purpose of proceeding with designated public facilities projects prior to the collection of all anticipated impact fees for that project, to reimburse the City or Utility for advances of other funds or reserves, and such other purposes consistent with Wis. Stat. sec. 66.0617 which are recorded and approved by the Common Council.
- (B) The City may issue bonds, revenue certificates, and other obligations of indebtedness in such manner and subject to such limitations as may be provided by law in furtherance of the provision of capital improvement projects. Funds pledged toward retirement of bonds, revenue certificates, or other obligations of indebtedness for such projects may include impact fees and other City revenues as may be allowed by the Council. Impact fees paid pursuant to this ordinance, however, shall be restricted to use solely and exclusively for financing directly or as a pledge against bonds, revenue certificates, and other obligations of indebtedness for the cost of capital improvements as specified herein.
- (C) These impact fees shall be collected until the capital costs associated with the projects specified in the Park Facilities Needs Assessment Report or the Water System Report on Impact Fees, as amended from time to time, have been incurred and satisfied unless such time period exceeds fifteen (15) years beyond projected commencement of projects or twenty (20) years beyond projected satisfaction of indebtedness of the specified projects for which these impact fees are imposed.
- (9) Refunds of Fees (Rev. 3-10-08)
- (A) With regard to impact fees collected after April 10, 2006, that are collected by the City within seven (7) years of the effective date of this ordinance, but are not used within ten (10) years after the effective date of this ordinance to pay capital costs for which they were imposed, shall be refunded to the current

- owner of the property with respect to which the impact fees were imposed along with any interest that has accumulated thereon.
- (B) The ten (10) year time limit for using impact fees may be extended for three (3) years if the City adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the ten (10) year limit, it needs an additional three (3) years to use the impact fees that were collected. The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this paragraph.
 - (C) An impact fee that was collected before January 1, 2003, must be used for the purpose for which it was imposed not later than December 31, 2012. Any such fee that is not used by the date shall be refunded to the current property owner of the property with respect to which the impact fee was imposed, along with any interest, which has accumulated.
 - (D) An impact fee that is collected after December 31, 2002, and before April 11, 2006, must be used for the purpose for which it was imposed not later than the first day of the 120th month beginning after the date on which the fee was collected. Any such fee that is not used by that date shall be refunded to the current owner of the property with respect to which the impact fee was imposed, along with any interest that has accumulated.
 - (E) With regard to an impact fee that is collected after April 10, 2006, and is collected more than seven (7) years after the effective date of the ordinance, such impact fees shall be used within a reasonable period of time after they are collected to pay the capital costs for which they were imposed, or they shall be refunded to the current owner of the property with respect to which the impact fees were imposed, along with any interest that has accumulated.
 - (F) **The current owner of property on which an impact fee has been paid may apply for a refund of such fee if: (a) the building permit for which the impact fee has been paid has lapsed for non-commencement of construction, or (b) the project for which a building permit has been issued has been altered resulting in a decrease in the amount of the impact fee due.**
 - (G) **A petition for refund must be filed within one (1) year of the event giving rise to the right to claim a refund.**
 - (H) **The petition for refund must be submitted to the City for a park facilities impact fee refund and or the Reedsburg Utility Commission for a water utilities impact fee refund.**
 - (I) **Within one month of the date of receipt of a petition for refund, the City or the Utility Commission must provide the petitioner, in writing, with a decision on the refund request including the reasons for the decision. If a refund is due petitioner, the refund shall be paid at the time of notifying the petitioner of the decision.**

SECTION III: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 3.

Dated this 12th day of February, 2018

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

STAFF REPORT

AGENDA ITEM: III-F

To: City Council
By: Brian Duvalle, Planning/Building
Through: Stephen P. Compton, City Administrator *SPC*
Date of Meeting: May 14, 2018

Subject: Rezoning 415 Midway Dr – ORD 1872-18 (1st Reading)

BACKGROUND AND REQUEST

The parcel owner would like to build two single-family houses on the property, similar to the Habitat lot on N Dewey. The R-1 zone would allow for two separate lots as compared to R-2 or R-3.

APPLICANT: Jeff Ernstmeyer

LOCATION: 415 Midway Dr; Parcel #2408-106

ZONING: R-2 Residential

PROPOSED LAND USE CHANGE: Rezoning

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Proposed rezoning of this property to R-1 Residential.

The intent is to build two future houses on it.

SURROUNDING LAND USES:

- North – Residential
- West – Residential
- South – Residential
- East – Residential

SURROUNDING ZONING:

- North – R-2 Residential
- West – R-2 Residential
- South – R-2 Residential
- East – R-2 Residential

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: 66' ROW, corner of Midway and Carousel

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

STAFF RECOMMENDATION

Plan Commission recommends approval.

ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny – 1st Reading of Ordinance 1872-18 and schedule public hearing for June 11, 2018.

Attachments: Ordinance 1872-18, map

Calendar of Actions:

1 st Reading at Council:	May 14, 2018
Public Hearing Noticed:	May 24, 2018 & May 31, 2018
2 nd Reading at Council/Public Hearing:	June 11, 2018
Published, Enactment Date:	June 21, 2018

ORDINANCE NO. 1872-18
(Zoning Change – Parcel #2408-106; 415 Midway Dr)

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to rezone 415 Midway Dr from R-2 Residential to R-1 Residential to allow for two separate parcels.

SECTION II: PROVISION AMENDED.

The zoning map for the City of Reedsburg as set forth in the official map provided for in the Ordinances for the City of Reedsburg is hereby permanently amended so as to zone the territory listed below in the manner set forth below.

SECTION III: PROPERTY ZONING

Parcel #276-2408-10600 – Midway Dr, Reedsburg, Wisconsin, is hereby zoned R-1 Residential

A property map may be obtained or accessed from the City Clerk at Reedsburg City Hall, 134 S. Locust St, Reedsburg, WI; (608) 524-6404; www.reedsburgwi.gov .

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 11th day of June 2018.

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:	May 14, 2018
Public Hearing Noticed:	May 24, 2018 & May 31, 2018
2nd Reading at Council/Public Hearing:	June 11, 2018
Published, Enactment Date:	June 21, 2018



City of Reedsburg GIS

CITY OF REEDSBURG

134 S. Locust Street
 PO Box 490
 Reedsburg, WI 53959
 608-524-6404

DISCLAIMER: The City of Reedsburg does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 69'

Print Date: 4/27/2018



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www.reedsburgwi.gov

STAFF REPORT

AGENDA ITEM: III-A-3

To: Mayor and Finance
Prepared By: Steven Zibell, Public Works
Through: Stephen P. Compton, City Administrator *sc*
Date of Meeting: May 14, 2018

Subject: Floor Scrubber Replacement and Compact Sweeper

BACKGROUND AND REQUEST

Non-Budgeted item in 2018.

Parks Department will have approximately \$10,000 or more of unused funds from CEP.

Currently we have one scrubber that we use in the Park and Rec area along with City Hall. We also had a scrubber at the police department and it's been re-built a few times but it has finally worn out. We are looking at replacing the one used at the Police Department.

The floor sweeper will be used mainly at the library and if we like how this equipment operates we will probably look into purchasing another unit for the Police Department and City Hall.

ANALYSIS

Scrubber quote: \$6,750
Sweeper quote: \$2,200

Looking at the budget and since the scrubber is part of our Capital Equipment we thought it would be best to purchase both of these machines out of our Capital Equipment Fund if money is available.

I talked with Matt Scott and he will have a fund balance of \$10,000 or more in 2018.

Account #70-554100 2018 budget: \$54,000

STAFF RECOMMENDATION

Recommend purchasing this equipment from our Capital Equipment fund from account #70-554100.

Attachment:
Technical Sheets

INNOVATION |



Tennant ec-H2O NanoClean® technology electrically converted water is created by an on-board e-cell that generates millions of very tiny microscopic bubbles known as nanobubbles that promote the cleaning efficacy of the solution. This next generation solution offers the same great benefits of the first generation and now cleans better and cleans more soils in more applications. The name NanoClean, refers to the generation of nano-scale bubbles that are an important part of the cleaning mechanism.



ec-H2O and FaST® technologies are NFSI (National Floor Safety Institute) Certified



ec-H2O and FaST technologies are registered by NSF International



ec-H2O and FaST technologies may contribute to LEED or LEED-EBOM

T300/T300e

SCRUBBER

APPLICATIONS

Hard floors often found in retail, health care, hospitality, airports, and schools.

MODEL HIGHLIGHTS

- Delivering high performance, consistent results for virtually any hard surface condition while lowering cleaning costs.
- Offers multiple machine head types to fit your cleaning applications and optimize cleaning performance for specific areas – single disk, orbital, dual disk, and dual cylindrical.

T500/T500e

SCRUBBER

APPLICATIONS

Hard and decorative floors often found in retail, health care, hospitality, airports, schools, and light industrial facilities.

MODEL HIGHLIGHTS

- Exclusive Smart-Fill™ automatic battery watering technology makes battery maintenance safe by removing the task of checking, opening, and filling flooded batteries.
- Deliver predictable results, extend machine life, and reduce cost of ownership with an innovative suite of technologies.



CLEANING PATH: 17, 20, 24 in / 430, 500, 600 mm

SOLUTION | RECOVERY TANK:

11 gal / 42 L | 14 gal / 53 L

SOUND LEVEL: single disk – 64.9/67 dBA |

dual disk 66.5/67.7 dBA | cylindrical – 65.6/68.7 dBA |

Orbital – 66.4/67.5 dBA

POWER SOURCE:



CLEANING PATH:

disk – 26, 28, 32 in / 650, 700, 800 mm

orbital/cylindrical – 28 in / 700 mm

SOLUTION | RECOVERY TANK:

22.5 gal / 85 L | 27 gal / 102 L

SOUND LEVEL: disk – 66.5 dBA | orbital – 67.0 dBA |

cylindrical – 66.4 dBA

POWER SOURCE:



SWEEPERS

PROS DEPEND ON QUALITY TENNANT SWEEPERS TO DELIVERY LONG-LASTING RESULTS

S3

MANUAL SWEEPER

APPLICATIONS

Designed for sweeping multiple surfaces in indoor and outdoor environments. Low profile enables cleaning under objects and hard-to-reach areas.

MODEL HIGHLIGHTS

- Dual side brushes and intuitive design make the S3 perfect for both indoor and outdoor cleaning
- Manual operation makes it a great sweeper for quietly cleaning noise sensitive environments

CLEANING PATH: 34 in / 870 mm
HOPPER CAPACITY: 1.8 ft³ / 50 L
POWER SOURCE: MANUAL

S5

COMPACT SWEEPER

APPLICATIONS

Flexible design and battery operation are well suited for indoor and outdoor cleaning on hard and soft floor surfaces.

MODEL HIGHLIGHTS

- Impressive maneuverability and compact design for cleaning tight spaces and aisles
- Sealed, maintenance-free batteries allow safe cleaning, anytime, anywhere

CLEANING PATH: 24 in / 620 mm
HOPPER CAPACITY: 1.3 ft³ / 37 L
SOUND LEVEL: 62 dBA
POWER SOURCE: 



STAFF REPORT

AGENDA ITEM: III-A-4

To: Mayor and Common Council
Prepared By: Jacob Crosetto, City Clerk-Treasurer
Through: Stephen Compton, City Administrator *[Signature]*
Date of Meeting: May 14, 2018

Subject: 2018 Farmer’s Market - Transient Merchant Fees

BACKGROUND AND REQUEST

In previous years before 2016 the City Administrator, worked with the Chamber and Hospital to develop a Farmers Market Application. No fees were collected at City Hall.

Last year the City Administrator asked the City Council to waive the 2017 Farmers Market Fees – (Transient Merchant Fees) this continues to be a part of an effort to restart and enlarge vendor support for “Farmers Market” in the City. One way is to provide support funding for advertising the Farmers Market. In the 2017 budget \$1,500 was approved to support of the Farmers Market. The current purpose for the support funds are used for advertising signage for a “Farmers Market’s.

City Staff, Reedsburg Area Medical Center Staff and Farmers Market vendors are looking at ways to boost the Farmer’s Market.

ANALYSIS

In 2018 a review of the current regulations of the City for Transient Merchants requires an annual application and fee of \$27.50. The work of the City, Hospital and Farmers Market vendors continues to discuss how to grow the “Farmers Market”.

Locations of Farmers Markets in the City:

City Park	Reedsburg Area Medical Center	Park Plaza
-----------	-------------------------------	------------

Allowing participation at no cost for the Farmers Market vendors continues to be a successful strategy in encouraging more participation, as well as reinforcing the underlining true meaning of shopping locally. The goal of this exemption is to grow the Farmers Market program through participation.

During 2018 a review will be done of Chapter 12.02 and the different forms being used.

FINANCIAL IMPACT

The amount of lost revenue is not expected to impact to the City. Estimated revenue lost is estimated to be not more than \$550 (20 license equivalents).

Revenue Collected:

The following table lists the amount of Transient Merchant Fees received by the City and the budget support for each year.

Years	Revenue Collected	Farmers Market Support
2018	\$0.00 / Est Loss \$550	\$1,500
2017*	\$0.00/ Est Loss \$550	\$1,500
2016	\$0.00	\$ 0.00
2015	\$0.00	\$ 0.00
2014	\$0.00	\$ 0.00

** Fees officially Waived for that season

STAFF RECOMMENDATION

Staff is recommending the fees for the annual license for Farmer’s Market vendors be waived again for one more year.

A press release will be sent out to all previous “Transient Merchant” permittees about the 2018 “Farmers Market” fees with the expectation that in 2019 the “Farmers Market” applications must be completed and fees will be collected.

Attachments:

- Transient Merchants/Secondhand Dealer/Flea Market – Application and Regulations.
- City Ordinance Chapter 12.02
- Farmers Markets – Weights and Measures Laws



City of Reedsburg
 134 South Locust Street, P.O. Box 490
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 Ph. 608-524-6404 Fax. 608-524-8458
 www.reedsburgwi.gov

**Annual License Application
 for
 Transient Merchant/Secondhand Dealer/Flea Market**

License Types (Check all that Apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Pawnbroker: \$210 | <input type="checkbox"/> Secondhand Jewelry Dealer: \$40 | <input type="checkbox"/> Farmer's Market: \$27.50 |
| <input type="checkbox"/> Secondhand Article Dealer: \$27.50 | <input type="checkbox"/> Mall/Flea Market: \$165 | <input type="checkbox"/> Fireworks Sales: \$27.50 |
| | | <input type="checkbox"/> Transient Door to Door: \$60 |

1. Applicant Information:

Name: _____

Date of Birth: ____/____/____ Place of Birth: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Present Address: _____
House Number City State Zip Code

Permanent Address (Where you can be contacted at least seven (7) days after leaving the City):

House Number City State Zip Code

Telephone Numbers: _____ : _____ : _____
Home Business Cellular

Vehicle(s) Used: _____
Registration Plate Number & State Make Model Year Color

Registration Plate Number & State Make Model Year Color

2. Business/Company Information

Business Name: _____ Business Phone: _____

Business Address: _____
Number City State Zip Code

Temporary Business Location: _____
Number City State Zip Code

Nature of Business/Product(s) Description: _____



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Business History:

List the three (3) most recent communities (city, village or town) where you have conducted business as a transient merchant and for each community give the type of activity you were engaged:

3. Criminal Activity

Have you been convicted of any crime or ordinance violation reasonably related to the requested licensed activity? No Yes

If yes, please explain the nature of the offense(s) and location of conviction: _____

4. Identification

Picture I.D., Driver's License Number & State: _____

Other I.D. type (specify): _____

ATTACH COPY OF IDENTIFICATION TO APPLICATION

Applicant understands and agrees that this permit is not to insure nor indemnify and shall not be construed as such. Applicant further agrees that applicant will indemnify and hold harmless the City of Reedsburg for any and all claims arising from the service or goods provided under this application or permit.

Applicant acknowledges receiving a copy of the City of Reedsburg Ordinances regulating transient merchants. Pursuant to section (5)(C) the Applicant hereby appoints the City Clerk as their agent to accept service of process in any civil action brought against the Applicant arising out of any sale or service performed by the Applicant in connection with the direct sales activities by the Applicant in the event that the Applicant cannot, after reasonable effort, be served personally. Upon payment of the registration fee and the signing of the application, the Applicant understands the City Clerk shall register the Applicant as a transient merchant as of the date this application is approved by the City. The Applicant understands that this registration shall be valid for a period of one-year from said approval date subject to subsequent refusal as provided in Section (6)(B) of the Reedsburg Ordinances regulating transient merchants.

Date: _____ Applicant Signature: _____

5. Approvals

Representative	Date	Initials
Chief of Police		
City Clerk – Treasurer		

Expires December 31 of Year of Issue.



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TRANSIENT MERCHANT REGULATIONS

PROHIBITED PRACTICES:

(1) A transient merchant shall be prohibited from calling at any dwelling or other place between the hours of 9:00 p.m. and 9:00 a.m. except by appointment; calling at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave by the owner, occupant, or other person having authority over such premises.

(2) A transient merchant shall not misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or characteristics of any merchandise offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A charitable organization transient merchant shall specifically disclose what portion of the sale price of the merchandise being offered will actually be used for the charitable purpose for which the organization is soliciting. Said portion shall be expressed as a percentage of the sale price of the merchandise.

(3) No transient merchant shall impede the free use of sidewalks and streets by pedestrians and vehicles. Where sales are made from vehicles, all traffic and parking regulations shall be observed.

(4) No transient merchant shall make any loud noises or use any sound amplifying device to attract customers if the noise produced is capable of being plainly heard outside a one hundred foot radius of the source.

(5) No transient merchant shall allow rubbish or litter to accumulate in or around the area in which he/she is conducting business.

DISCLOSURE REQUIREMENTS:

(1) After the initial greeting and before any other statement is made to a prospective customer, a transient merchant shall expressly disclose his/her name, the name of the company or organization he/she is affiliated with, if any, and the identity of merchandise or services he/she offers to sell.

(2) If any sale of merchandise is made by a transient merchant, or any offer for the later delivery of merchandise is taken by the seller, the buyer shall have the right to cancel said transaction if it involves the extension of credit or is a cash transaction if it involves the extension of credit or is a cash transaction of more than \$25.00, in accordance with the procedure as set forth in §423.203, Wis. Stats; the seller shall give the buyer two copies of a typed or printed notice of that fact. Such notice shall conform to the requirements of §423.203(1)(a)(b) and (c), (3) and (3), Wis. Stats.

(3) If the transient merchant takes a sales order for the later delivery of merchandise, he/she shall, at the time the order is taken, provide the buyer with a written statement containing the terms of the agreement, the amount paid in advance whether full, partial or no advance payment is made, the name, address and telephone number of the seller, the delivery or performance date, and whether a guarantee or warranty is provided and, if so, the terms thereof.

CHAPTER 12 LICENSES AND PERMITS

- 12.01 Intoxicating Liquor and Fermented Malt Beverages
- 12.015 Improper Exhibitions
- 12.017 Revocation and Suspension of Licenses

12.02 Transient Merchants

- 12.03 Cigarette Retailer License
- 12.04 Dances and Dance Halls
- 12.05 Amusements and Shows
- 12.06 Amusement Games
- 12.07 Golf, Miniature
- 12.08 Tattoo Establishments
- 12.09 Pool Halls, Billiard Halls, Etc.
- 12.10 Mobile Homes and Mobile Home Parks
- 12.11 Taxicabs and Drivers
- 12.12 Natural Gas Franchise
- 12.13 Weights and Measurers Regulation
- 12.14 Garbage & Refuse: Licensing and Regulation of Collector
- 12.15 Electrical Inspector
- 12.16 Penalty and Revocation of License
- 12.17 Penalty

12.02 TRANSIENT MERCHANTS (Rev. 01-09-12)

(1) Registration Required. It shall be unlawful for any transient merchant to engage in sales within the City of Reedsburg, without being registered for that purpose as provided herein.

(2) Definitions. In this ordinance:

(A) "Transient merchant" means any individual who engages in the retail sale of merchandise at any place in the City of Reedsburg temporarily, and who does not intend to become and does not become a permanent merchant of such place. For purposes of this section, sale of merchandise constitutes the greatest part of value for the price received, but does not include a farm auction sale conducted by or for a resident farmer of personal property used on the farm or sale of produce or other perishable products at retail or wholesale by a resident of this State. (Rev. 03-25-13)

(B) "Permanent merchant" means any person who, for at least one year prior to the consideration of the application of this ordinance to said merchant

(a) has continuously operated an established place of business in the local trade area among the communities bordering the place of sale;

(b) has continuously resided in the local trade area among the communities bordering the place of sale and now does business from his/her residence.

(C) "Merchandise" shall include personal property of any kind and shall include merchandise, goods or materials provided incidental to services offered or sold. The sale of merchandise includes donations required by the seller for the retention of goods by a donor or prospective customer.

(D) "Charitable organization" shall include any benevolent, philanthropic, patriotic or eleemosynary person, partnership, association or corporation or one purporting to be such.

(E) "Clerk" shall mean the City Clerk.

(3) Exemptions. The following shall be exempt from all provisions of this ordinance:

(A) Any person delivering newspapers, fuel, dairy products or bakery goods to regular customers on established routes;

(B) Any person selling merchandise at wholesale to dealers in such merchandise;

(C) Any permanent merchant or employee thereof who takes orders at the home of the buyer for merchandise regularly offered for sale by such merchant within this county and who delivers such merchandise in their regular course of business;

(D) Any person who has an established place of business where the merchandise being sold is offered for sale on a regular basis, and in which the buyer has initiated contact with, and specifically requested, a home visit by said person;

- (E) Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- (F) Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- (G) Any person selling or offering for sale a service unconnected with the sale or offering for sale of merchandise;
- (H) Any employee, officer or agent of a charitable organization who engages in direct sales for or on behalf of said organization, provided that there is submitted to the Clerk proof that such charitable organization is registered under Sec. 440.42, Wis. Stats. Any charitable organization engaging in the sale of merchandise and not registered under Sec. 440.42, Wis. Stats., or which is exempt from that statute's registration requirements, shall be required to register under this ordinance;
- (I) Any person who claims to be a permanent merchant, but against whom complaint has been made to the Clerk that such person is a transient merchant; provided that there is submitted to the Clerk proof that such person has leased for at least one year, or purchased, the premises from which he/she has conducted business in the market area for at least one year prior to the date the complaint was made;
- (J) Any individual licensed by an examining board as defined in Sec. 15.07(7), Wis. Stats.;
- (K) Any person holding a sale required by statute or by order of any court and any person conducting a bona fide auction sale pursuant to law;
- (L) Transient merchants while doing business at special events authorized by the City Council; and
- (M) Any group sales authorized by the City Council.
- (N) Any resident holding a garage sale of personal property on premises

(4) Registration.

- (A) Applicants for registration must complete and return to the Clerk, a registration form furnished by the Clerk, which shall require the following information:
 - (1) Name, permanent address and telephone number, and temporary address, if any;
 - (2) Age, height, weight, color of hair and eyes;
 - (3) Name, address and telephone number of the person, firm, association or corporation that the transient merchant represents or is employed by, or whose merchandise is being sold;
 - (4) Temporary address and telephone number from which business will be conducted, if any;
 - (5) Nature of business to be conducted and a brief description of the merchandise and any services offered;
 - (6) Proposed methods of delivery of merchandise, if applicable;
 - (7) Make, model and license number of any vehicle to be used by applicant in the conduct of his/her business;
 - (8) Most recent cities, villages, towns, not to exceed three, where applicant conducted his/her business;
 - (9) Place where applicant can be contacted for at least seven days after leaving this City;
 - (10) Statement as to whether applicant has been convicted of any crime or ordinance violation related to applicant's transient merchant business within the last five years and the nature of the offense and the place of conviction.
- (B) Applicants shall present to the Clerk for examination:
 - (1) A driver's license or some other proof of identity as may be reasonably required;
 - (2) A State Certificate of Examination and approval from the sealer of weights and measures where applicant's business requires use of weighing and measuring devices approved by State authorities;
 - (3) A State Health Officer's Certificate where applicant's business involves the handling of food or clothing and is required to be certified under State law; such certificate to state that applicant is apparently free from any contagious or infectious disease, dated not more than 90 days prior to the date the application license is made.
- (C) At the time the registration is returned, a fee of \$27.50 shall be paid to the Clerk to cover the cost of processing said registration. The applicant shall sign a statement appointing the Clerk as his/her agent to accept service of process in any civil action brought against the applicant arising out of any sale or service performed by the applicant in connection with the direct sales activities of the applicant, in the event the applicant cannot, after reasonable effort, be served personally. Upon payment of said fee and the signing of said statement, the Clerk shall register the applicant as a transient merchant and date the entry. Said registration shall be valid for a period of one year from the date of entry, subject to subsequent refusal as provided in Sec. 5(B) below.

(5) Investigation.

- (A) Upon receipt of each application, the Clerk may refer it immediately to the Chief of Police who may make and complete an investigation of the statements made in such registration.
- (B) The Clerk shall refuse to register the applicant if it is determined, pursuant to the investigation above, that: the application contains any material omission or materially inaccurate statement; complaints of a material nature have been received against the applicant by authorities in the most recent cities, villages and towns, not exceeding

three, in which the applicant conducted similar business; the applicant was convicted of a crime, statutory violation or ordinance violation within the last five years, the nature of which is directly related to the applicant's fitness to engage in direct selling; or the applicant failed to comply with any applicable provision of Sec. 4(B) above.

(6) Appeal.

Any person refused or denied registration may appeal the denial through the appeal procedure provided by ordinance or resolution of the Common Council, or if none has been adopted, under the provisions of Sec. 68.07 through 68.16, Wis. Stats.

(7) Regulation of Transient Merchants.

(A) Prohibited Practices.

(1) A transient merchant shall be prohibited from: calling at any dwelling or other place between the hours of 9:00 p.m. and 9:00 a.m. except by appointment; calling at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors" or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave by the owner, occupant, or other person having authority over such premises.

(2) A transient merchant shall not misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or characteristics of any merchandise offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A charitable organization transient merchant shall specifically disclose what portion of the sale price of the merchandise being offered will actually be used for the charitable purpose for which the organization is soliciting. Said portion shall be expressed as a percentage of the sale price of the merchandise.

(3) No transient merchant shall impede the free use of sidewalks and streets by pedestrians and vehicles. Where sales are made from vehicles, all traffic and parking regulations shall be observed.

(4) No transient merchant shall make any loud noises or use any sound amplifying device to attract customers if the noise produced is capable of being plainly heard outside a one hundred foot radius of the source.

(5) No transient merchant shall allow rubbish or litter to accumulate in or around the area in which he/she is conducting business.

(B) Disclosure Requirements.

(1) After the initial greeting and before any other statement is made to a prospective customer, a transient merchant shall expressly disclose his/her name, the name of the company or organization he/she is affiliated with, if any, and the identity of merchandise or services he/she offers to sell.

(2) If any sale of merchandise is made by a transient merchant, or any offer for the later delivery of merchandise is taken by the seller, the buyer shall have the right to cancel said transaction if it involves the extension of credit or is a cash transaction of more than \$25, in accordance with the procedure as set forth in ss.423.203, Wis. Stats; the seller shall give the buyer two copies of a typed or printed notice of that fact. Such notice shall conform to the requirements of ss.423.203(1)(a)(b) and (c), (3) and (3), Wis. Stats.

(3) If the transient merchant takes a sales order for the later delivery of merchandise, he/she shall, at the time the order is taken, provide the buyer with a written statement containing the terms of the agreement, the amount paid in advance whether full, partial or no advance payment is made, the name, address and telephone number of the seller, the delivery or performance date, and whether a guarantee or warranty is provided and, if so, the terms thereof.

(8) Records.

The Chief of Police shall report to the Clerk all convictions for violation of this ordinance and the Clerk shall note any such violation on the record of the registrant convicted.

(9) Revocation of Registration.

(A) Licenses issued hereunder may be revoked by the Council after notice and hearing, for any of the following causes:

(1) Fraud misrepresentation or incorrect statement contained in the application for license.

(2) Fraud, misrepresentation or incorrect statement made in the course of carrying on his business as solicitor, transient merchant, itinerant merchant or itinerant vendor.

(3) Any violation of this section.

(4) Conviction of any crime or misdemeanor.

(5) Conducting the business of peddler, canvasser, solicitor, transient merchant, itinerant merchant or itinerant vendor, as the case may be, in an unlawful manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(B) Notice of the hearing for revocation of a license shall be given by the City Clerk in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the licensee at his last known address at least 5 days prior to the date set for hearing.

(10) Appeal.

Any person aggrieved by the action of the Chief of Police or the City Clerk in the denial of a permit or license may appeal to the Council. Such appeal shall be taken by filing with the Council, within 14 days after notice of the action complained of, a written statement setting forth fully the grounds for the appeal. The Council shall set a time and place for a hearing on such appeal and notice of such hearing shall be given at the appeal and in the same manner as provided in Subsection (9)(B) for notice of hearing on revocation.

(11) Reapplication.

No licensee whose license has been revoked shall make further application until a period of at least six (6) months shall have elapsed since the last previous revocation.

(12) Expiration of Licenses.

No license shall be issued for a longer period than one year. All annual licenses issued hereunder shall expire at midnight on December 31 in the year when issued. Other than annual licenses which shall expire at midnight on the date specified in the license.

FARM MARKETS – WISCONSIN WEIGHTS and MEASURES LAWS

Wisconsin farm markets are governed under the same laws as other retail business establishments. Compliance with Wisconsin's Weights and Measures Law is an integral part of fair trade among businesses and fair treatment of consumers.

Wisconsin Weights and Measures Law, Wis. Stat. ch. 98, is the main dynamic in maintaining equality in the market place. Along with the National Institute of Standards and technology or NIST Handbook 44, Wis. Stat. ch. 98 protects consumers by ensuring that weighing devices meet a high standard of quality and accuracy. City sealers and state and federal standards determine if a device is correct for the application. State inspectors and city sealers have full enforcement authority to uphold these laws. The following are excerpts from Wis. Stat. ch.98.

CHAPTER 98 WEIGHTS AND MEASURES LAW

98.03 State Standards; Specification and Tolerances.

98.03(2)

(2) The department may issue rules governing the construction, installation and use of commercial weights and measures and prescribing tolerances therefor. The specifications, tolerances and regulations for commercial weighing and measuring devices issued by the national institute of standards and technology shall apply in this state except as modified by such rules.

98.05 Enforcement Authority; Measurement Center Laboratory.

98.05(2)

(2) Sealers or inspectors may enter and go into or upon any structure or premises, and may stop any person or vehicle for the purpose of enforcing this chapter. They shall inspect and test any weights and measure of commodities which are sold or used commercially as often as necessary to secure compliance with this chapter, and may seize as evidence, or reject and mark or tag as "rejected" those which are incorrect. A representative sample may be used as the basis to be determined whether any lot is incorrect.

Inspectors and sealers also look at the selling methods used for different commodities. They must determine if the method of sale is correct for each particular commodity sold. All commodities not in liquid form can be sold by net weight. However, there are exceptions to this rule, which allow some commodities to be sold by other methods such as count, bunch, etc. Fruit and vegetables have many exceptions that are found on the attached table on the back of this handout.

98.6 Method of Sale of Commodities.

98.06(1)

(1) Commodities in liquid form shall be sold by liquid measure and commodities not in liquid form shall be sold by weight, but liquid commodities may be sold by weight and commodities not in liquid form may be sold by count or measure if such methods are in general use and give accurate information as to the quantity of commodity sold.

Some sellers may determine prepackaging and pre-pricing of commodities makes sense for their business. Besides the requirements for labeling a prepackaged item with the product identity and declaration of responsibility (name, complete address and zip code) the package must also have a declaration of net weight. It is important to understand that NET WEIGHT is the weight

of the product only, subtracting the weight of all wrappers, plastic, labels and other non-consumable items known as tare.

98.07 Declaration of Quantity.

98.07(1)

(1) No commodity which is marked, tagged or labeled, or for which a sign is displayed with a selling price, shall be sold unless the weight, measure or count of the commodity is conspicuously declared on the commodity or its tag, label or sign, but a declaration of count is not required if the selling price is for a single unit, or a set or combination of commodities customarily sold to and understood by consumers as a single unit, or if the commodity is packaged prior to sale and the package contains 6 units or less which can be easily counted without opening the package.

Wis. Stat. ch. 98 is very specific on the method of sale for bread. Bread must be sold by weight. The weight must either be stated on a placard, if sold from a bulk case, or as a net weight on the bread's package label.

98.21 Sale of Bread

98.21(1) Except as provided in sub (2), no person may manufacture for sale in this state, offer to sell or sell bread unless the bread is sold by weight.

Because there may be penalties for non-compliance with Wis. Stat. ch 98, the first step is to educate the seller about the laws and provide assistance in understanding how to comply with those laws. That is why this handout was developed. The enforcement process is a progressive one. State inspectors and city sealers work diligently to gain compliance through education.

98.26 Prohibited Acts; Penalty; Injunction.

98.26

(1) A person who does any of the following acts shall forfeit not less than \$100 nor more than \$500 for the first offense and not less than \$200 nor more than \$1000 for a subsequent offense. A person who intentionally does any of the following acts shall be fined not more than \$10,000 or imprisoned not more than 9 months or both.

98.25(1)(a)

(a) Hinders, obstructs or impersonates a sealer or inspector.

98.26(1)(b)

(b) Uses or has in possession for use in buying or selling any commodity or service, or sells, any incorrect weight or measure or causes a weight or measure to be incorrect.

98.26(1)(c)

(c) Represents in any manner a false quantity or price in connection with the purchase or sale, or any advertising thereof, of any commodity, thing or service.

98.26(1)(d)

(d) Uses or disposes of any rejected weight or measure, or commodity or removes therefrom any official tag, seal, stamp or mark, without written authority from a sealer or inspector.

Specific requirements do exist for scales used for retail. All scales shall be of a commercial type meeting NIST Handbook 44 requirements. Those newer than 1986 shall be marked with NIST Class III; those newer than January 1, 1997 must also be NTEP (National Type Evaluation

Program) approved. These strict standards ensure accurate devices are used for all retail transactions. Scales found not in compliance will, in some cases, receive a grace period before they need to be replaced. Inaccurate scales are either rejected or given a deadline for calibration, repair or replacement.

If you have specific questions concerning any weight and measures issue, inspectors or program staff can help you. Copies of Wis Stat, ch 98, Wis. Admin, Code ch. ATCP 90 and Wis. Admin. Code sh ATCP 91 are available by calling us.

The following area offices are open Monday through Friday from 7:45 a.m. to 4:30 p.m.
Madison Region 608-224-4957 Eau Claire Region 715-839-3848
Green Bay Region 920-448-5110 Milwaukee Region 414-266-1231
Madison Central Office 608-224-4952 or Consumer Hotline 800-422-7128



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STAFF REPORT

AGENDA ITEM: III-B

To: Mayor and Common Council

Prepared By: Don Lichte, Chairman: Reedsburg Industrial and Commercial Dev. Commission
Kurt Muchow, Technical Assistant: Reedsburg Industrial and Commercial Dev. Commission

Through: Stephen P. Compton, City Administrator *SL*

Date of Meeting: May 14, 2018

Subject: Service Line Inc. Expansion – Memorandum of Understanding

BACKGROUND:

Service Line is proposing to expand their Reedsburg facility in a phased approach over the next several years. Their current parcel is not large enough to accommodate their future growth. They have requested the City sell them a additional land so they can grow their business in Reedsburg.

The first two phases of the expansion will take place in 2018 and 2019. Service Line agrees to construct a 3,780 square foot building in 2018 at an estimated cost of \$75,000 and a 6,700 square foot addition in 2019 at an estimated cost of \$125,000. In conjunction with these projects, the City agrees to sell a 0.3 acre parcel for \$1.00 and provide \$4,000 Direct Business Assistance grant using TID No. 9. The 0.3 acre parcel is identified as Parcel #1 on Exhibit 1 of the attached MOU. This parcel will provide access to the truck docks on the east end of the proposed building addition. Service Line agrees to guarantee an annual TIF increment of \$3,920 from the 2018 and 2019 building projects. The City’s development cost is \$16,000, which consists of the \$4,000 grant, \$5,000 of soft costs and \$12,000 of previous development cost for the 0.3 acre parcel.

In addition to the 2018 and 2019 expansion, Service Line would like to construct a new office and testing lab building on Parcel #2 as shown on Exhibit 1 of the attached MOU. Since Service Line is not able to commit to this future expansion at this time, the City agrees to execute a “Right of First Refusal” with Service Line for the 0.7 acre parcel (Parcel#2). The Right of First Refusal is for a period of five years. To exercise the Right of First refusal, Service Line shall commit to a building expansion within one year that justifies the need for the additional land. Developer shall grant an access easement on Parcel #1 for use by Parcel #2. This will enhance the usability of Parcel #2 for development in the event Developer does not exercise the Right of First Refusal.

Details of the proposed project are summarized in the following attachments.
See Attachment A for a Project Summary.
See Attachment B for the Memorandum of Understanding.

ANALYSIS / FINANCIAL IMPACT:

Attachment A includes a project cost summary and TIF Analysis. The City’s new development cost related to the 0.3 acre parcel has been previously paid for with TID No. 4 funds. The City’s new development costs of \$9,000 will be repaid with TIF Increment generated by this project in a three year period starting in 2021. The project is projected to generate \$59,465 of surplus TIF increment over the life of TID No. 9. Current Budget includes no funding for this project.

STAFF RECOMMENDATION:

RICDC recommends approval.

ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny a Memorandum of Understanding with Service Line Inc.

Attachments: Attachment A-Project Summary, Attachment B-Memorandum of Understanding

Attachment A – Project Summary

I. BUSINESS PROJECT SUMMARY

A. Proposed 2018 & 2019 Expansion

1. 2018 Expansion:
 - a. Construct a 3,780 sf building
 - b. Construction cost = \$75,000
 - c. Estimated increase in tax base = \$60,000
 - d. Guaranteed annual tax increment revenue = \$1,470
 - e. Purchase 0.3 acre parcel from City for \$1.00 (Parcel #1 on Exhibit 1 of MOU)
 - f. Parcel #1 shall be combined with Service Line’s existing parcel and have an access easement to serve Parcel #2.
2. 2019 Expansion:
 - a. 6,700 sf building expansion
 - b. Construction cost = \$125,000
 - c. Increase in tax base = \$100,000
 - d. Guaranteed annual tax increment revenue = \$2,450
3. Job Creation: 4 additional FTEs

B. Future Expansion

1. Construct New Office & Testing Lab Building
2. Located on 0.7 acre parcel (Parcel #2 on Exhibit 1 of MOU)
3. Right-of-First Refusal for 5 years
4. Required to construct new building within 1 year after exercising Right-of-First-Refusal
5. City will sell Parcel #2 if building expansion warrants additional land
6. New Development Agreement will be negotiated for future expansion

II. CITY DEVELOPMENT COST & FINANCIAL ANALYSIS

A. City Development Costs for 2018 & 2019 Expansion

1. Previous Dev. Cost of 0.3 Acre Parcel (Paid by TID No. 4).....	= \$	12,000*
2. New Development Costs**		
a. Up-Front Direct Business Assistance Grant.....	= \$	4,000
c. Capitalized Interest & Borrowing Costs.....	= \$	760
d. Soft Costs (Legal, CSM, Land Transfer, Consultant, etc.)	= \$	4,240
e. Subtotal New City Development Costs.....	= \$	9,000**

*Note: The previous development costs are paid by TID No. 4

**Note: These expenditures will be obligated in 2018. Funds will be borrowed or funded from General fund. Assume 4% interest.

B. City TIF Financial Summary

1. Land sale proceeds = \$ 1.00
2. Projected TIF increment revenue thru life of TID No. 9 = \$69,194 (See Exhibit A)
3. City development costs to be financed = \$9,000 (Items above marked with **)
4. Projected cost to TID = \$9,729 (See Exhibit B)
5. Projected TID debt term = 5 years (1st two years capitalized interest) (See Exhibit C)
6. Projected TID No. 9 Surplus thru life of TID No. 9 = \$59,465 (See Exhibit C)

C. Security Provided to City by Developer

1. Guarantee TIF Revenue as shown on Exhibit A.
2. Property Insurance with City named as additional insured.
3. Right of First refusal for Parcel #2

Attachment B
Memorandum of
Understanding

MEMORANDUM OF UNDERSTANDING
Between
Service Line, Inc.
And The
City Of Reedsburg, Wisconsin

Service Line, Inc. (Developer) is proposing to expand their existing manufacturing facility in Reedsburg. The project will result in the continued expansion of their current operations resulting in the creation of additional jobs and tax base. This Memorandum of Understanding is intended to summarize the commitments of the Developer and City of Reedsburg (City). These commitments will be formalized in a Development Agreement which will be executed by the Developer and City.

WITNESSETH:

Whereas, the Developer has an existing manufacturing facility in Reedsburg and is an important part of the local economy; and,

Whereas, the Developer is contemplating expanding their Reedsburg facility, which will result in the continued expansion of the current operations resulting in creation of existing jobs and tax base; and,

Whereas, the City recognizes the importance of growing the local economy and working cooperatively with local business to help facilitate business expansion;

Whereas, the City recognizes the economic benefits created by the proposed project is good for the citizens of Reedsburg; and

Whereas, it has been concluded that it is in the City's best interest to have this project be implemented in Reedsburg.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

I. Developer agreement

1. Developer agrees to construct a 3,780 square foot building adjacent to their existing manufacturing facility located at 2320 Zinga Drive in Reedsburg before December 31, 2018, as illustrated on Exhibit A. The estimated cost of the building is \$75,000.
2. Purchase the parcel of land identified as Parcel #1 on Exhibit A from the City for one dollar (\$1.00). The parcel size is approximately 0.3 acres. Transfer of Parcel #1 shall take place in conjunction with construction of the building addition included in Section I. 3.
3. Developer agrees to construct an approximate 6,700 square foot addition onto the building identified in Section I.1 before December 31, 2019. The building addition shall have truck docks on the east end of the building and a truck access driveway connecting to Greenway Court. The estimated cost of the building addition and driveway is \$125,000.
4. In conjunction with the building addition identified in Section I. 3. above, Developer agrees to make site improvements to ensure storm water runoff drains to the existing culvert under Greenway Court.
5. Increase the equalized taxable value of real estate on the parcel by \$60,000 on or before December 31, 2018, and an additional equalized taxable value of \$100,000 on or before December

31, 2019. The estimated increase in equalized value is equal to 80% of the real estate construction costs for the buildings included in Section I, 1. and 3.

6. Generate a minimum of \$1,470 of additional annual tax increment revenue from the building constructed in 2018, plus \$2,450 of additional annual tax incremental revenue from the Building constructed in 2019.
7. The expansion will enable the Developer to continue to expand their Reedsburg operation resulting in creation of additional jobs in the future. Developer estimates 4 additional jobs will be created as a result of the 2018 and 2019 expansions.
8. The Developer requests a Right of First Refusal be granted by the City for a 5 year period for the Developer to purchase the approximate 0.7 acre parcel identified as Parcel #2 on Exhibit A. To exercise the Right of First Refusal, the Developer shall commit to an expansion project beyond those identified in Section I. 1 and I.3 that justifies the need for the additional land. The Developer's intent is to construct a new office a testing lab facility on Parcel #2. Construction of the proposed facility on Parcel #2 shall take place within 1 year of exercising the Right of First Refusal.
9. Developer shall grant an access easement on Parcel #1 for use by Parcel #2. This will enhance the usability of Parcel #2 for development in the event Developer does not exercise the Right of First Refusal.
10. Obtain all necessary permits and approvals. Comply with all local, state, and federal requirements. Developer shall be responsible to pay all permit fees and City impact and connection fees.
11. Submit a site plan and building plan for the City to review and approve.
12. Execute a Development Agreement between the City and Developer as stipulated in Section III.
13. Developer shall not seek a reduction of the property tax assessment during the term of this agreement.
11. Any costs expended by the Developer will be exclusive to the Developer and will not be a cost of the City.

II. **City of Reedsburg agreement**

1. Sell the parcel of land identified as Parcel #1 on Exhibit A to the Business for one dollar (\$1.00). The parcel size is approximately 0.3 acres. The estimated value of the parcel is \$12,000, or \$40,000 per acre. Transfer of Parcel #1 shall take place in conjunction with construction of the building addition included in Section I. 3.
2. Using TID No. 9 funds, the City shall provide a Direct Business Assistance grant to the Developer in the amount of \$4,000.00 to be used toward site improvements. Said funds shall be disbursed 30 days after start of construction of the building identified in Section I.1.
3. The City shall provide a Right of First Refusal for a 5 year period to the Developer to purchase the approximate 0.7 acre parcel identified as Parcel #2 on Exhibit A. To exercise the Right of First Refusal, the Developer shall commit to an expansion project that justifies the need for the additional land. Construction of the proposed facility on Parcel #2 shall take place within 1 year of exercising the Right of First Refusal.



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- 4. Provide a Certified Survey Map of parcel # 1 and #2, and provide Title Insurance for the parcel and pay for land transfer costs. Parcel #1 shall be combined with the Developer's existing parcel.
5. Accept and process an application for a Zoning Variance for the creation of a remnant 0.7 acre parcel of land identified as Parcel #2 on Exhibit A. Note, the minimum lot size in the City's Zoning Ordinance is 1.0 acres.
6. Any money expended exclusively by the City for this project will not be reimbursed by the Developer.

III. Acknowledgements & Contingencies

The parties to this MOU acknowledge the commitments included in this document are subject the following contingents:

- 1. Approval by the Reedsburg Industrial & Commercial Development Commission, Plan Commission, and the Reedsburg Common Council.

Both parties mutually understand the City and/or Developer will execute a development agreement. This MOU will expire once both parties sign a development agreement or on June 15, 2018, whichever comes first. The terms stated herein constitute the entire agreement between the Developer and City. The City and the Developer must agree to any amendment to this agreement in writing.

This Agreement shall terminate at such time as developer has paid in full, by way of increased tax increment revenue, the City's development costs of \$16,000; estimated to be in 2026.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on: May 14, 2018.

For the Reedsburg Industrial and Commercial Development Commission

Donald H. Lichte, Chair

Witness

Date

Date

For the City of Reedsburg

David Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

Date

Date

Service Line, Inc.

David Barney, President

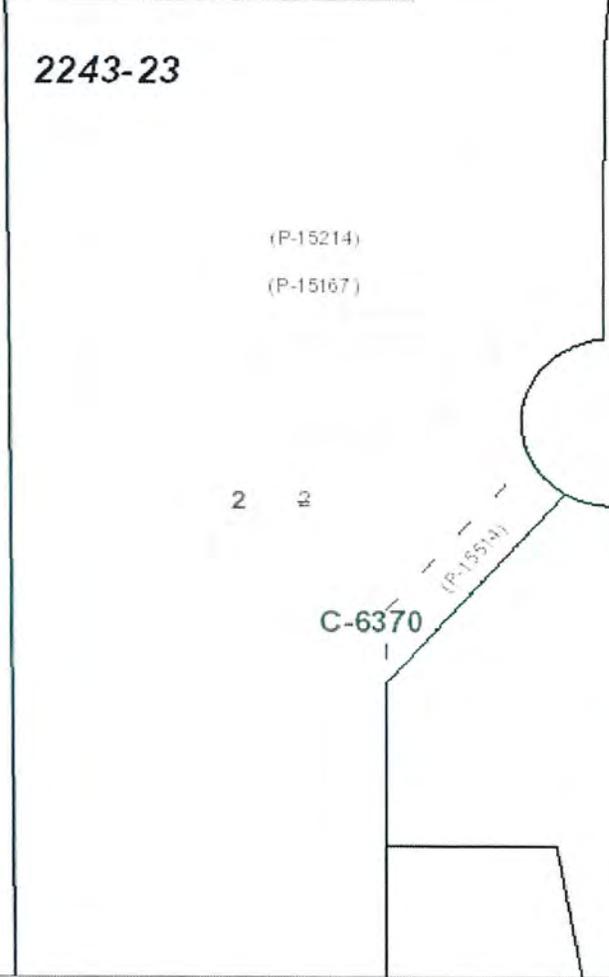
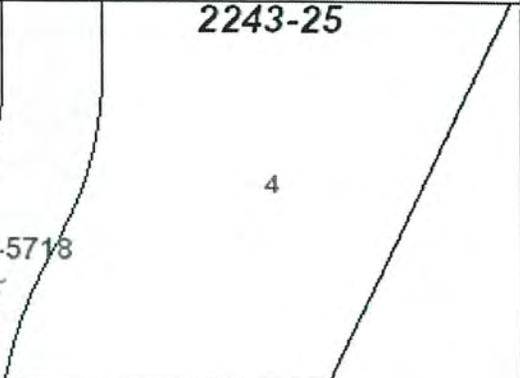
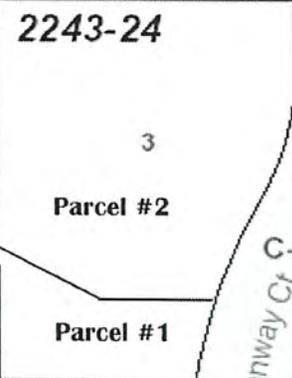
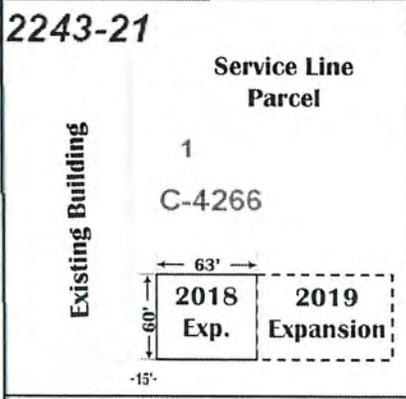
Witness

Date

Date

1 C-2427 2237-1 Prt Lot 1

Zinga Dr 2244-1 1 C-2



vierbicher
planners engineers advisors



Exhibit 1
Service Line, Inc.
Expansion Sketch
Reedsburg, Wisconsin



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STAFF REPORT

AGENDA ITEM: III-C

To: Mayor
Common Council
Ordinance Committee

Prepared By: Timothy M. Becker, Chief of Police

Through: Stephen P. Compton, City Administrator *SPC*

Date of Meeting: May 14, 2018 [Introduced and 1st reading held - April 23, 2018]

Subject: 2nd Reading and holding Public Hearing to consider Ordinance 1868-18. An Ordinance amending Municipal Code Chapter 9.03 Orderly Conduct - Offenses against Public Safety and Welfare

BACKGROUND AND REQUEST

The Ordinance Committee and Common Council are being requested to amend section 9.03(6) to include language prohibiting persons from providing cigarettes, tobacco products and nicotine products to persons under the age of 18 by approving the adoption of Wis Stats. 254.92.

ANALYSIS

Reedsburg City Code Chapter 9.03(6) currently prohibits possession of cigarettes and nicotine products by persons under the age of 18. This section is not comprehensive enough to address current tobacco trends and occurrences. By adopting the entire Wis Stats. 254.92, as permitted in 254.92(4), we could essentially cover the foreseeable issue as they relate to tobacco use by those under the age of 18.

In addition, it permits the Police Department to use a local ordinance for these violations instead of subjecting first-time offenders to a State charge for violations of this nature.

STAFF RECOMMENDATION

This item was reviewed by Ordinance and City Council (Introduction and 1st Reading - April 23, 2018). Ordinance and staff recommend holding public hearing on revising Municipal Code section 9.03(6) to adopt Wisconsin State Statute 254.92.

ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny Ordinance 1868-18 an Ordinance amending Chapter 9.03(6) of the municipal Code.

ATTACHED:

Proposed City Code Ordinance Chapter 9.03(6); Wis Stats. 254.92, and current 9.03(6) language.
Ordinance 1868-18

9.03(6) Purchase or possession of cigarettes or tobacco products by persons under the age of 18 is prohibited as provided in Wis. Stat. 254.92. It shall be unlawful for anyone who is under the age of 18 to possess, procure or consume any cigarette, tobacco products, or nicotine products as defined by Wis. Stat. 139.75(12). (Revised 03-25-13)

9.03(6) PURCHASE OR POSSESSION OF CIGARETTE OR TOBACCO PRODUCTS BY PERSON UNDER 18 PROHIBITED (254.92)

- (a) *Definitions: In this code section the following terms have the following meanings (254.911):*
1. "Cigarette" means any roll of tobacco wrapped in paper or any substance other than tobacco.
 2. "Nicotine product" means a product that contains nicotine and is not any of the following:
 - a. A tobacco product.
 - b. A cigarette.
 - c. A product that has been approved by the U.S. food and drug administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purpose.
 3. "Tobacco products" means cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff, including moist snuff; snuff flour, Cavendish, plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking; but "tobacco products" does not include cigarettes, as defined under s. 139.30 (1m).
- (b) *Falsely represent age to obtain cigarette, nicotine product, or tobacco product (254.92(1))*
- (c) *No person under 18 years of age may purchase, attempt to purchase, or possess any cigarette, nicotine product, or tobacco product except as follows: (254.92(2)).*
- (1) *A person under 18 years of age may purchase or possess cigarettes, nicotine products, or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer. (254.92(2)(a))*
 - (2) *A person under 18 years of age, but not under 15 years of age, may purchase, attempt to purchase or possess cigarettes, nicotine products, or tobacco products in the course of his or her participation in an investigation under s. 254.916 that is conducted in accordance with s. 254.916 (3). (254.92(2)(b)).*
- (d) *No person may purchase cigarettes, tobacco products, or nicotine products on behalf of, or to provide to, any person who is under 18 years of age. (254.92(3))*
- (e) *A law enforcement officer shall seize any cigarette, nicotine product, or tobacco product that has been sold to and is in the possession of a person under 18 years of age. (254.92(4)).*

(7) Sale of Tobacco Products. As provided in Wis. Stat. 134.66(2)(am) no retailer, direct marketer, manufacturer, distributor, jobber, subjobber, no agent, employee or independent contractor of a retailer, direct marketer, manufacturer, distributor, jobber or subjobber and no agent or employee of any independent contractor may provide for nominal or no consideration cigarettes, tobacco products or nicotine products to any person except in a place where no person younger than 18 years of age is present or permitted to enter unless the person who is younger than 18 years of age is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years. (Revised 03-25-13)



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ORDINANCE NO. 1868-18

(Purchase and Possession of Cigarettes or Tobacco Production by person under the age of 18)

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE

This ordinance adopts the provisions of Wis. Stat. § 254.92, that prohibit the purchase or possession of cigarettes or tobacco products by persons under age 18.

SECTION II: PROVISIONS REPEALED AND RECREATED.

City of Reedsburg Code Section 9.03(6) is repealed and recreated.

SECTION III: PROVISION AS RECREATED.

9.03(6). PURCHASE OR POSSESSION OF CIGARETTES OR TOBACCO PRODUCTS BY PERSON UNDER 18 PROHIBITED (Wis. Stat. §254.92) (2015-16 Wis. Stat.):

- (a) Definitions: In this code section, the Definitions in Wis. Stat. §254.911 (2015-16 Wis. Stats) are adopted and fully incorporated herein.
- (b) No person under 18 years of age may falsely represent his or her age for purpose of receiving any cigarette, nicotine product, or tobacco product.
- (c) No person under 18 years of age may purchase, attempt to purchase, or possess any cigarette, nicotine product, or tobacco product except as follows:
 - 1. A person under 18 years of age may purchase or possess cigarettes, nicotine products, or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer.
 - 2. A person under 18 years of age, but not under 15 years of age, may purchase, attempt to purchase or possess cigarettes, nicotine products, or tobacco products in the course of his or her participation in an investigation under s. 254.916 that is conducted in accordance with s. 254.916 (3).



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(d) No person may purchase cigarettes, tobacco products, or nicotine products on behalf of, or to provide to, any person who is under 18 years of age.

(e) A law enforcement officer shall seize any cigarette, nicotine product, or tobacco product that has been sold to and is in the possession of a person under 18 years of age.

SECTION IV: VALIDITY:

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE:

This Ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII.

This ordinance becomes part of City of Reedsburg Code Chapter 9.

Dated this 14th day of May 2018.

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

Introduction, 1 st Reading at Council:	April 23, 2018
Public Hearing Noticed:	May 4, 2018 and May 10, 2018
2 nd Reading at Council/Public Hearing:	May 14, 2018
Published, Enactment Date:	May 24, 2018

STAFF REPORT

AGENDA ITEM: III-D

To: City Council
By: Brian Duvalle, Planning/Building
Through: Stephen P. Compton, City Administrator *me*
Date of Meeting: May 14, 2018

Subject: 'Outlot' definition – ORD 1870-18 (2nd Reading)

BACKGROUND AND REQUEST

The current definition of 'outlot' is too specific. It currently refers to parcels associated with shopping centers. But as currently defined, is simply a version of a regular 'lot'.

- (62) *Outlot.* A parcel contiguous to or located in a shopping center or complex that is, in appearance sake, part of the shopping center, but may be under separate ownership and/or management.

ANALYSIS

RAMC submitted a recent CSM that included a parcel with no street frontage and labeled as an 'outlot'. However this did not meet the outlot definition plus the ordinance requires lots to have street frontage.

They later amended the CSM to include frontage, the current definition still needed to be corrected. The definition proposed includes the State's definition (first sentence) which is very broad. The second sentence specifies exactly when an outlot can be created. Correcting past errors is a common use of outlots. Allowing them under a development agreement gives the City control over outlots since they would not be buildable.

STAFF RECOMMENDATION

Plan Commission recommends approval.

ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny – 2nd Reading of Ordinance 1870-18

Attachment: Ordinance 1870-18

Calendar of Actions:

1st Reading at Council:	April 23, 2018
Public Hearing Noticed:	May 3, 2018 & May 10, 2018
2nd Reading at Council/Public Hearing:	May 14, 2018
Published, Enactment Date:	May 24, 2018

ORDINANCE NO. 1870-18
(‘Outlot’ Definition)

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

The purpose of this ordinance is to amend the definition of ‘outlot’ to coincide with the State definition.

SECTION II: PROVISIONS AMENDED.

City of Reedsburg Code Section 17.04(62) is hereby amended by this Ordinance.

17.04 DEFINITIONS

- (62) **Outlot.** A parcel of land, other than a lot or block, so designated on the plat or survey. Outlots shall be created to correct previous survey/plat errors or when a non-buildable parcel is intended and approved through a development agreement.

SECTION III: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION IV: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION V: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VI: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 17.

Dated this 14th day of May, 2018.

David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

1 st Reading at Council:	April 23, 2018
Public Hearing Noticed:	May 3, 2018 & May 10, 2018
2 nd Reading at Council/Public Hearing:	May 14, 2018
Published, Enactment Date:	May 24, 2018



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STAFF REPORT

AGENDA ITEM: III-E

To: Mayor
Common Council
Ordinance Committee

Prepared By: Timothy M. Becker, Chief of Police

Through: Stephen P. Compton, City Administrator *SC*

Date of Meeting: May 14, 2018

Subject: 2nd and hold Public Hearing [Introduction, 1st Reading held April 23, 2018], to consider Ordinance 1871-18. An Ordinance adding to the Municipal Code: Chapter 4.07 - Disposal of Abandoned Property.

BACKGROUND AND REQUEST

The Ordinance Committee and Common Council are being requested to add 4.07 to Chapter 4 – POLICE DEPARTMENT of the City of Reedsburg Municipal Code. This will formalize the disposal process of abandoned property as it relates to the Police Department.

ANALYSIS

Reedsburg City Code section 4.07, if approved, would formalize a disposal process for abandoned property. Currently the Police Department operates this process through policy only. A recommendation by the District Attorney is to formalize this process by ordinance. Also, 66.0139(2) Wis Stats. states, "...Any means of disposal other than public auction shall be specified by ordinance..." This would satisfy that requirement permitting the Department to dispose of property by means other than public auction.

STAFF RECOMMENDATION

This item was reviewed by Ordinance and City Council (Introduction and 1st Reading - April 23, 2018). Ordinance and staff recommend holding public hearing on revising Municipal Code section 4.07 and 4.10.

ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny Ordinance 1871-18 an Ordinance amending Chapter 4.07 of the municipal Code.

ATTACHED:

Proposed City Code Ordinance 1871-18; 4.07; renumber current chapter 4.07 Penalties to 4.10 Penalties and Police Department Policy 7-500(V)(H).



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ORDINANCE NO. 1871-18

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE

This code section establishes the City's regime for the disposal of abandoned property. It follows from the framework of Wis. Stat. §66.0139.

SECTION II: PROVISIONS RE-NUMBERED AND CREATED.

City of Reedsburg Code Section 4.07 is re-numbered Code Section 4.10.

City of Reedsburg Code Section 4.07 is created.

SECTION III: PROVISION AS CREATED.

4.07 DISPOSAL OF ABANDONED PROPERTY

- (1) The Police Department is authorized to dispose of abandoned property in its possession and unclaimed for at least 30 days.
- (2) Based upon the value of an item, whether it is generic or unique, the condition of the item, and whether the item may have a use in City operations, items may be disposed of in any of the following ways:
 - (a) An Internet auction site (i.e., eBay, PropertyRoom.com, etc.);
 - (b) The bulk sale of items, including sale as scrap;
 - (c) Conversion of the item for use by the City;
 - (d) Sale at a live auction;
 - (e) Donation to 501(c)(3) organizations upon application and proof of non-profit status; or
 - (f) Any other method of sale deemed reasonable by the Chief of Police based upon the unique characteristics of the item.
- (3) Firearms shall be disposed of in accordance with Wis. Stats. §§66.0139 and 968.20.
- (4) Flammable, explosive, or incendiary substances, materials, or devices that pose a danger to life or property in their storage, transportation, or use immediately after taking possession of the substances may be disposed of in accordance with Wis. Stats. §66.0139(3).



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(5) The provisions of Wis. Stat. § 66.0139 are adopted and incorporated.

SECTION IV: PROVISION AS RE-NUMBERED.

4.10 PENALTY

Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in Sec. 25.04 of this Municipal Code.

SECTION V: VALIDITY:

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION VI: CONFLICTING PROVISIONS REPEALED:

All ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION VII: EFFECTIVE DATE:

This Ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VIII.

This ordinance becomes part of City of Reedsburg Code Chapter 4.

David G. Estes, Mayor

Stephen Compton, City Administrator

Introduction, 1 st Reading at Council:	April 23, 2018
Public Hearing Noticed:	May 4, 2018 and May 10, 2018
2 nd Reading at Council/Public Hearing:	May 14, 2018
Published, Enactment Date:	May 24, 2018

STAFF REPORT

AGENDA ITEM: III-G

To: Mayor and City Council

By: Joshua Kowalke, Director, Reedsburg Area Ambulance / City Emergency Management

Through: Stephen P. Compton, City Administrator *[Signature]*

Date of Meeting: May 14, 2018

Subject: City of Reedsburg – Emergency Operations Plan (EOP)

BACKGROUND AND REQUEST

The City has revised the Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency. The EOP when revised must be adopted by the City Council. This plan establishes the policies, concepts, and general protocols required to implement the Standardized Emergency Management System (SEMS).

ANALYSIS

Incorporation of SEMS includes providing training to Emergency Operations Center personnel and how SEMS is activated in emergencies. The plan also includes the National Incident Management System (NIMS) and identifies how the City fits into the overall SEMS/NIMS structure. NIMS training and incorporation into the plan is also required to meet a number of federal grant requirements through FEMA. NIMS and the National Response Framework (NRF) are included under this approval for adoption by City Council.

Minor changes include updates to historical numbers and information to be used in a local disaster since the EOP was last published. Other changes to the plan include addition of Annex A - Plan for Pets, Annex B – Severe Weather Plan, and Annex C - EOC Operations.

This plan is consistent with the State of Wisconsin guidance available at the time the plan was revised and will be effective upon approval by the City Council.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends the City Council approve the April 2018 update to the City of Reedsburg Emergency Operation Plan.

ATTACHMENTS:

Reedsburg Emergency Operation Plan (EOP)

City of Reedsburg

Emergency Operations Plan

April 2018



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Incident Priorities

1. Life Safety
2. Incident Stabilization
3. Property Preservation

14 Essential Incident Command System Features

1. Common Terminology helps define organizational functions, incident facilities, resource descriptions, and position titles.
2. Modular Organization develops following the Incident Command (IC) organizational structure based on the incident size/complexity and the hazard environment the incident creates.
3. Management by Objectives includes establishing overall objectives and strategies; developing assignments, plans, procedures, and protocols; establishing objectives for incident management activities and directing efforts to attain them; and measuring performance and facilitating corrective action.
4. Incident Action Plans (IAPs) communicate the overall incident objectives in the context of both operational and support activities.
5. Span of Control should range from three to seven subordinates for any individual with incident management supervisory responsibility to ensure effective and efficient incident management.
6. Incident Support Locations & Facilities are established in the vicinity of an incident to accomplish a variety of purposes (e.g., command posts, bases, camps, staging areas, mass casualty triage areas).
7. Comprehensive Resource Management maintains an accurate and up-to-date picture of resource use. Resources include personnel, equipment, supplies, and facilities potentially available for assignment/allocation in support of incident management activities.
8. Integrated Communications are facilitated by developing and using a common communications plan and interoperable communications processes and architectures.
9. Establishment & Transfer of Command must be clearly defined from the beginning of an incident. When command is transferred, the process must capture essential information for continuing safe and effective operations.
10. Chain of Command & Unity of Command clarify reporting relationships and eliminate confusion caused by conflicting directives. Chain of command refers to the orderly line of authority within the ranks. Unity of command means that every individual has a designated supervisor to report to at the scene of the incident.

11. Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability in incidents involving multiple jurisdictions or multiagency involvement.
12. Accountability at all jurisdictional levels and within individual functional areas is essential and relies on the following principles:
 - Check-in. All responders must report in to receive assignments.
 - IAP. Response operations must be directed and coordinated as outlined in the IAP.
 - Unity of Command. Individuals involved in incident operations will be assigned to only one supervisor.
 - Personal Responsibility. All responders are expected to use good judgment and be accountable for their actions.
 - Span of Control. Supervisors must be able to adequately supervise, manage, control, and communicate with their subordinates.
 - Resource Tracking. Supervisors must record and report resource status changes as they occur.
13. Dispatch/Deployment of personnel/equipment should only occur when requested by an appropriate authority.
14. Information & Intelligence Management should follow a defined process for gathering, analyzing, sharing, and managing incident-related information.

Emergency Telephone Listings

Law Enforcement:

City of Reedsburg Police Department	608 524 2376
City of Baraboo Police Department	608 355 2720
Village of Lake Delton Police Department	608 254 7571
Village of Plain Police Department	608 546 2034
Village of Spring Green Police Department	608 588 2003
Sauk Prairie Police Department	608 643 2427
City of Mauston Police Department	608 847 6363
Sauk County Sheriff's Department	608 355 4495

DNR Wardens:

<u>Mike Green</u>	608 697 1667
<u>Shawn Neverman</u>	608 963 9102
<u>Amanda Kretschmeier</u>	608 370 0079
<u>Dave Youngquist</u>	608 574 6723 Michael Weber
608 370 0079 Cell	

Fire Departments:

Reedsburg Fire Department	608 524 2376
Baraboo Fire Department	608 355 4495
Hillpoint Fire Department	Same as Above
Lake Delton Fire Department	Same as Above
LaValle Fire Department	Same as Above
Loganville Fire Department	Same as Above
North Freedom Fire Department	Same as Above
Plain Fire Department	Same as Above
Prairie du Sac Fire Department	Same as Above
Sauk City Fire Department	Same as Above
Spring Green Fire Department	Same as Above

Ambulance Services:

Reedsburg Area Ambulance	608 524 2376
Baraboo Area Ambulance	608 355 4495
Cazenovia Ambulance	608 647 8906
Lake Delton Ambulance	608 355 4495
Plain Ambulance	Same as Above
Spring Green Ambulance	Same as Above

First Responders:

LaValle	608 355 4495
Loganville	608 355 4495
North Freedom	608 355 4495

Air Medical:

UW Medflight	1 800 472 0111
Med Link – LaCrosse	1 800 527 1200
Spirit of Marshfield	1 800 387 7676
Theda Star – Neenah	1 800 236 2066
Flight for Life – Milwaukee	1 800 344 1000
Mayo One - Rochester/Eau Claire	1 800 237 6822
Eagle III – Green Bay	1 800 332 4533
Life Link III – Rice Lake	1 800 328 1377
Scott Air Force Rescue	1 800 851 3051

Hospitals:

Divine Savior – Portage	608 742 4131
Meriter Hospital – Madison	608 267 6000
Mile Bluff – Mauston	608 847 6161
Moundview Memorial – Adams/Friendship	608 339 3331
Reedsburg Area Medical Center	608 524 6487
Richland Center Hospital	608 647 6321
Sauk Prairie Memorial Hospital	608 643 3311
St. Clare Hospital – Baraboo	608 356 1400
St. Joseph’s Hospital – Hillsboro	608 489 8000
St. Mary’s Hospital – Madison	608 251 6100
UW Hospital – Madison	608 263 6400
VA Hospital – Madison	608 256 1901

Emergency Management:

Wisconsin Emergency Management	608 242 3232
WEM Duty Officer 24-Hour Number	800 943 0003
Sauk County Emergency Management	608 355 3200

Utilities:

Reedsburg Utility Commission	608 768 1000
	608 524 4381
Alliant	800 758 1376 Police Only
Charter Communications	800 581 0081
Wisconsin Central Railroad	715 345 2462

Utilities (cont.):

American Transmission Company	866 899 3204
Bug Tussel	888 583 7062
Dairyland Electric Cooperative	608 788 4000
Frontier (Emergencies)	877 486 5667
Northern Natural Gas (Emergencies)	888 367 6671
Oakdale Electric Cooperative	608 372 4131
US Cellular	800 922 0204
Verizon Wireless	800 483 2000

	888 420 7701
Services:	
American Red Cross	877 618 6628
ChemTec	800 424 9300
National Response Center	800 424 8802
Salvation Army	608 355 4410 Day 800 963 5591 Pager
Sauk County Coroner	608 355 4495
Sauk County Human Services	608 355 4200
Reedsburg Library	608 524 3316
Reedsburg School District – Admin Offices	608 524 2401
Reedsburg School District – Building Request	608 963 3725 Randy Johnson
Reedsburg School District Bus Garage	608 524 6529
After Hours – Contact Key-holders	
Able Trek Busses	608 524 3021
VARC Busses	608 524 3716
Media:	
WRDB	608 524 1400
Reedsburg Independent	608 524 0387
Reedsburg Times-Press	608 524 4336
WISC TV – Madison	608 273 3333
Red Cross Approved Shelters:	
Pineview Elementary School	608 963 3725
Reedsburg Area High School	608 963 3725
Debris Management Assistance:	
Petersen/Town and Country Sanitation	608 375-5856
Waste Management	608 355 3111
Zobel and Sons	608 524 2194
National Guard Armory	608 807 6626

City of Reedsburg Emergency Management Position Designations

The City of Reedsburg has designated the following positions to act as City Emergency Management Director and Public Information Officer under the authority of the Mayor.

Emergency Management Director:

Ambulance Chief
Police Chief
Fire Chief
City Administrator
City Clerk/Treasurer

Public Information Officer:

City Administrator
Police Chief
Fire Chief
Ambulance Chief
City Clerk/Treasurer

The designated Emergency Management Director may defer that position and the position of Public Information Officer to the next available position based on the incident and the expertise of the position holder.

Emergency Operations Center Alerting List

1. City Emergency Management Director/Ambulance Chief Joshua Kowalke
Available through Dispatch – 608 524 2376
2. Mayor – David Estes or Designee (Common Council President)
Available through Dispatch – 608 524 2376
3. City Administrator – Stephen Compton or designee
Available through Dispatch – 608 524 2376
4. Police Chief – Tim Becker or designee
Available through Dispatch – 608 524 2376
5. Fire Chief – Craig Douglas or designee
Available through Dispatch – 608 524 2376
6. City Engineer/DPW Director – Steve Zibell or designee
Available through Dispatch – 608 524 2376
7. Reedsburg Utility – Brett Schuppner or designee
Available through Dispatch – 608 524 2376
8. City Clerk – Treasurer – Jacob Crosetto or designee
Available through Dispatch – 608 524 2376
9. Reedsburg Ambulance Chief Joshua Kowalke or designee
Available through Dispatch – 608 524 2376
10. Reedsburg Public Library – Sue Ann Kucher, Director or designee
Available through Dispatch – 608 524 2376
11. Parks and Recreation – Matt Scott, Director or Designee
Available through Dispatch – 608 524 2376
12. Planner/Building Inspector– Brian Duvalle, or Designee
Available through Dispatch – 608 524 2376

Legal Basis and Accountability

The legal basis and accountability for the development of the Emergency Operation Plan for the City of Reedsburg is stated in the following documents and statutes:

Federal Law:

Public law 103-337 National Defense Authorization Act
Title 42, Chapter 116 Emergency Planning and Community Right-to-Know Act
(EPCRA)
Public law 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act

Wisconsin Statutes:

66.0101 Administrative Home Rule
62.11 Powers of a City
213.095 Police Power of Fire Chief, Rescue Squads
321.39 Call to state active duty
323 Emergency Management
895.483(2) Civil Liability Exemptions; County Emergency Response Team –

City Ordinances:

Chapter 6 – Civil Defense

Acronyms

ChemTec	Chemical Transportation Emergency Center
CP	Command Post
DNR	Department of Natural Resources
DPW	Department of Public Works
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Administration
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
UDSR	Uniformed Disaster Situation Report
WEM	Wisconsin Emergency Management

City of Reedsburg Emergency Operations Plan

A. Purpose

This plan has been developed to provide procedures for the City of Reedsburg government agencies to respond to various types of emergencies or disasters that affect the community. This plan also illustrates the City's commitment to the National Incident Management System – Incident Command System. It provides a link to procedures that will be used by Sauk County government since the City of Reedsburg is part of the Sauk County Emergency Management Plan. The City of Reedsburg Emergency Operations Plan (EOP) is to be used in conjunction with the Sauk County EOP. The City of Reedsburg EOP will be maintained in accordance with current standards of the Sauk County EOP. Review of this plan shall be accomplished concurrently with the Sauk County plan.

B. Situation and Assumptions

Several types of hazards pose a threat to the lives, property, or environment in Sauk County. These hazards are outlined in the Sauk County Hazard Analysis. A copy of this is located at the Reedsburg City Hall, Reedsburg Police Department, and Sauk County Emergency Management Department.

C. Concept of Operations

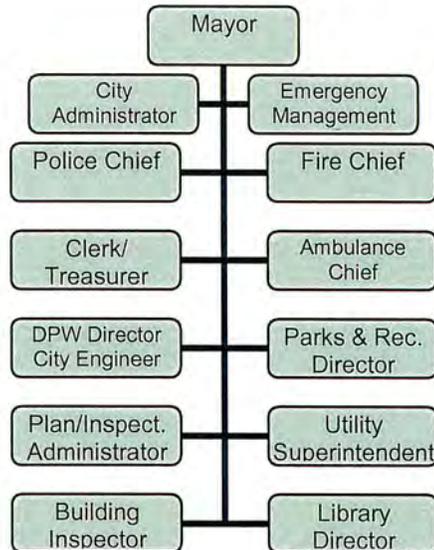
Local City of Reedsburg officials have the primary responsibility for disasters which take place in the City of Reedsburg. Those officials will activate the appropriate local agencies to deal with the disaster. The Mayor or the Reedsburg Emergency Management Director is responsible for coordinating the response with Sauk County officials, if County assistance is needed.

Actions that the City and County should consider if this plan is activated:

1. City agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Emergency Management Director (EMD), or their designee, identifies the primary Incident Commander (IC), advises the mayor and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the Sauk County Emergency Management Department of this action.
 - c. Forward the local declaration of emergency to the Office of the County Board Chair.
 - d. The EMD activates the municipal EOC or CP. Depending on availability and practicality the EOC or CP shall be located at the

D. Organization

1. Organizational chart of the Emergency Operations chain of command.



E. Responsibilities and Tasks

1. See attachments for specific recommended tasks and responsibilities.

F. Resource Management

1. Resources may be allocated from the following organizations depending on need (not inclusive):
 - a. City Department resources (See Attached, Logged by Department).
 - b. Sauk County Resources available through County EOC
 - c. Reedsburg School District
 - d. American Red Cross
 - e. Salvation Army
 - f. Southern Baptist Convention
 - g. Police Chaplains
 - h. Reedsburg Ministerial Association
 - i. Wisconsin National Guard
 - j. Fort McCoy

G. Plan Development and Maintenance

The City of Reedsburg EOP Team is composed of representatives of all City Departments. These Department representatives are responsible for developing and maintaining this plan under the direction of the Public Safety Committee and Common Council.

This Team meets on an as needed basis or as determined by the Mayor, City Administrator, or Emergency Management Director. This Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

Upon updating this plan, a copy shall be forwarded to the committee of jurisdiction for approval and recommendation to the Common Council.

Dated: September 25, 2017.

Mayor

City Administrator

Clerk/Treasurer

Police Chief

Fire Chief

Ambulance Chief

City Engineer/DPW Director

Reedsburg Utility Superintendent

Planning/Building Inspection

Parks and Recreation Director

Library Director

Key Action Checklists

City of Reedsburg – Mayor

The Mayor of the City of Reedsburg is responsible for the overall supervision of the City of Reedsburg. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

Mayor should:

1. Ensure that the City Emergency Management Director or designee has activated the Emergency Operations Center or Command Post.
2. Report to the EOC or CP.
3. Ensure that the City Emergency Management Director or designee provide an initial damage estimate and casualty report.
4. Ensure that the City Emergency Management Director brief appropriate staff members and officials.
5. Be prepared to declare a local state of emergency.
6. Ensure an official or staff member has been identified as the Public Information Officer (PIO) or act as the City PIO.
7. In consultation with the Emergency Management Director, determine the need for County, State, or Federal assistance. City resources must be exhausted prior to a County, State, Federal request.
8. Ensure an Incident Commander has been identified.

City of Reedsburg –Emergency Management Director

The City Emergency Management Director coordinates all components of the emergency management program in the City of Reedsburg. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disasters or emergencies.

City Emergency Management Director should:

1. Report to the City EOC/CP.
2. Ensure that appropriate city officials and Sauk County Emergency Management Director and key facilities have been notified.
3. Activate the City EOC/CP as appropriate. Confirm appropriate participation of all EOC staff at the EOC/CP.
4. Obtain initial Uniform Disaster Situation Report and other relevant information. Relay this information to the City Administrator and/or Mayor and the Sauk County Emergency Management Director.
5. Conduct regular “as needed” briefings with key officials as to the status of the incident.
6. Evaluate available resources, including personnel, by checking with EOC staff. Obtain needed resources as need arises.
7. Ensure that all department heads are keeping separate records related to incident expenditures.

City of Reedsburg – Incident Commander

The City of Reedsburg designated Incident Commander is responsible for the overall management of the specific incident. The IC can be the Emergency Management Director, or another official based on their training and experience. These responsibilities include the overall management of the response, recovery, rescue and mitigation of the incident. The IC has a primary object is to promote life-safety.

The Incident Commander should:

1. Conduct initial briefing
2. Set up required organizational elements
3. Ensure Meetings/Briefings are conducted
4. Approve Authorized Action Plan
5. Manage Incident Operations
6. Approve Requests for Additional Resources
7. Authorize Information Release
8. Coordinate Staff Activities
9. Release Resources

City Clerk/Treasurer

The City Clerk/Treasurer is responsible for their assigned activities in the City of Reedsburg. The following represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the City EOC/CP.
2. Maintain records indicating city expenditures incurred due to the incident.
3. Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damaged as a result of the incident.
 - Provide information regarding the owners of affected property.
4. Delegate authority to department heads to permit the acquisition of needed equipment and supplies.
5. Assign department heads account numbers to which emergency expenditures may be charged.

Law Enforcement

The City of Reedsburg Police Department is responsible for law enforcement activities in the City of Reedsburg. The following tasks represent a checklist of action the Police Department should consider in an emergency or disaster situation.

1. Ensure that appropriate Police Department staff has been notified and they report as the incident dictates.
2. Direct the designated law enforcement representative to report to the EOC/CP if needed.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officers to close off the damage site area and stop all inbound traffic. Initiate an emergency pass procedure if needed.
7. Designate an initial CP if appropriate.
8. Other potential activities:
 - Enforce curfew restrictions in the affected areas.
 - Coordinate the removal of vehicles blocking evacuation or other response activities.
 - Assist Coroner with mortuary services.
 - Maintain contact with the County EOC.
 - Anticipate personnel needs for 24-hour advanced period of operation, to include mutual aid.

Department of Public Works

The Department of Public Works is responsible for public works activities in the City of Reedsburg. The following checklist represents a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all appropriate department personnel have been alerted and that they report as to the situation directs.
2. Report to the City EOC/CP.
3. Review the incident with field personnel and report to the City Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with law enforcement travel restriction and road closures within the City.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to affected area.
9. Assist with urban search and rescue operations as requested.
10. Assist private utilities as needed.
11. Report public damage to EOC/CP.
12. Assist in debris management.

Emergency Medical Services – Ambulance Service

The Reedsburg Area Ambulance Service will serve as the public health and emergency medical services liaison in the City of Reedsburg and is responsible for public health and emergency medical activities in the City of Reedsburg. They will coordinate health service activities with a representative from the Sauk County Health Department. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals/ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminants, diseases and epidemics.
5. Establish a triage area, treatment and transport areas.
6. Coordinate medical transportation.

Public Information Officer

The City Administrator or designee is responsible for public information activities in the City of Reedsburg. The following tasks represent a checklist of actions that the PIO should consider in an emergency or disaster situation.

1. The Public Information Officer shall serve as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC/CO to have the most current and accurate information.
3. Establish news briefing room/area and provide information at periodic intervals at City Hall or other appropriate location.
4. If traditional avenues of communication are suspended or damaged, the PIO should consider the following:
 - Television
 - Radio
 - Internet
 - Nixle
 - Email
 - SKYPE
 - facebook
 - Newspaper
 - Reader Boards
 - Telephone Mass Calling System
 - Door to Door Notification
5. Conduct press tours of disaster areas within the City as the situation stabilizes.
6. Issue Public Service Announcements as directed by the EOC/CP.

Fire Services

The City of Reedsburg Fire Department is responsible for fire services activities in the City of Reedsburg. The following tasks represent a checklist of actions that the Fire Department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or EOC as directed by on-scene personnel.
2. Assist law enforcement in warning the affected population.
3. Conduct rescue operation for injured/trapped/isolated individuals.
4. Protect critical facilities and infrastructure.
5. Assist with evacuations.
6. Assist local and private utilities.
7. Other potential responsibilities:
 - Assist in traffic control
 - Assist with debris management.
 - Assist in flood fighting activities, including sandbagging, emergency diking, and pumping operations.
 - Assist in evaluation of Hazards Materials incident.
 - Utilize mutual aid if necessary (MABAS).

Building Inspection/Planning and Zoning

The Building Inspection Department and Planning and Zoning Department are responsible for damage assessment activities in the City of Reedsburg. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the EOC/CP.
2. Record initial information from first responders such as the Police Department, Department of Public Works or the Fire Department.
3. Activate the damage assessment team which consists of representatives from Building Inspection, Planning and Zoning, and the City Engineer's Office.
4. The damage estimate team should track the following:
 - Number of fatalities
 - Number of injuries
 - Number of damaged homes/businesses
 - Number of public utilities damaged
 - Number of public facilities damages including roads, bridges, etc.
 - Estimate public and private damages
 - Video tape and photograph major areas of damage
5. Provide damage assessment information to appropriate City officials.
6. Provide report to Incident Commander for release by PIO.
7. Serves as secondary Volunteer Coordinator/Liaison in the absence of primary Volunteer Coordinator/Liaison or to assist primary Volunteer Coordinator/Liaison.

Volunteer Coordinator/Liaison

Director of Parks and Recreation

The Director of Parks and Recreation is responsible for coordinating volunteer activities in the City of Reedsburg. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

1. Report to the EOC/CP.
2. Record initial information and requests from first responders such as the Police Department, Department of Public Works or the Fire Department.
3. Coordinate volunteer response with Sauk County EOC and their designated Volunteer Coordinator.
4. Ensure that a record is made of all volunteers by name and activities to include dates worked, work performed, time started and time ended (see attached forms).
5. Locate volunteers to include court defendants required to perform community service and inmates in the Sauk County Jail.
6. Maintain contact with local volunteer organizations (community groups/churches, etc.) to ensure proper documentation is being completed.
7. Act as point of contact for volunteer organizations and liaison to the Incident Commander.

Resource Lists

City Hall Resource List

Department Head:

Stephen Compton, Administrator

Employees:

Jacob Crosetto, City Clerk/Treasurer

Julie Strutz, Deputy Clerk/Treasurer

Anita Young, Deputy Clerk/Treasurer

Darleen Wohling, Clerk of Municipal Court

Sara Ehrhardt, Receptionist

Vehicles:

2010 Dodge Mini Van

Department of Public Works

Department Head:

Steve Zibell, City Engineer/Director of Public Works

Employees:

Donald Dederich (Foreman)

Daniel Kinsman (Assistant Foreman)

Randy Hoege

Michael Faivre

Neil Olson

Dennis Dorow

Fred Korklewski

Mike Kast

WWTP:

Chris Kleinschmit (Manager)

Jim Polanek (Foreman)

Jeff Borkenhagen

Todd Driese

Steven Benton

Custodial:

Steve Herritz

Equipment – Vehicle Resources:

2 Case Skid-steers

3 John Deere Loaders

1 Volvo Loader

1 Champion Road Grader

1 Cat Road Grader

1 Dodge Flat Bed with dump

6 Dump Trucks with 6 yard box and snowplows

1 AWD Dump Truck

1 Loader Mounted Snow Blower

5 Pickup Trucks

1 Elgin Street Sweeper

1 Pickup with Crane

2 Trailer Generators

1 Portable Generator

1 Trailer Air Compressor

1 6" Pump on Trailer

2 – 3" Portable Pumps (gas)

1 Vermeer Brush Chipper

3 Leaf Collectors Trailer

1 Water Tanker Truck with Pump

2 Cut off Saw

4 Chain Saws

1 Ring Saw

Department of Planning & Zoning/Building Inspection

Brian Duvalle, Planner/Building Inspector

Vehicles:

Police Department

Department Head:

Tim Becker, Chief of Police

Police Employees:

Darrin Frye, Lieutenant
Patrick Cummings, Sergeant
Andrew Foesch, Sergeant
Richard Wolf, Sergeant
Mark Eberle, Sergeant
Andy Stelter, Detective
Peggy Porter
Scott Peterson
Summer Geffert
Marty Pugh
Jesse Spears, Detective
Jon Schaefer
Will Botten
Josh Hoege
Jon Schmitz
Josh Benson
Amanda Georgeson
Samantha Mittlesteadt
Ben Seamans, Chaplain

Communications Employees:

Chris Blood, Communications Supervisor
Diane Fry, Support Specialist
Lynn Petersen, Receptionist
Dori Helm, Dispatch
Missy Honer, Dispatch
Jon Peters, Dispatcher
Dan Meinhardt, Dispatch
Kelsey McAfee, Dispatcher
Tim Knuth

Equipment/Vehicles Resources:

5 Marked Patrol units with rifle locks, medical bag and AED, mobile radio,
video recording system
1 Marked K-9 Patrol unit with rifle lock, medical bag, AED, mobile radio,
video recording system
4 Unmarked Patrol Units with mobile radios and emergency lights.
1 N.E.V. unit with emergency lights
20 Motorola XTS 2500 portable radios
3 sets of waders
1 speed control unit on trailer, hang-able speed sign
1 Humvee
3 Less Lethal shot guns
4 shotguns
7 Tasers with cameras
20 G22 Glocks 40 cal semi auto pistols
6 .223 AR15 Rifles

Fire Department

Department Head:

Craig Douglas, Fire Chief

Employees:

1. Chief Craig Douglas
2. 1st Ast. Bill Ritzer
3. 2nd Ast. Dennis Duren
4. Training Officer Howie Althiser
5. Engineer Randy Hoege

Company A:

6. Captain Steve Dempsey
7. Rescue Lt. Matt Gawronski
8. Adam Powell
9. Joe Uminski
10. Keith Craker
11. Matt Hauenstein
12. Dylan Kuester
13. Mike Fedderly
14. CJ Meyer

Company B:

15. Captain Craig Meyer
16. Ryan Bradley
17. Nicholas Rivera
18. Jared Ritzer
19. Bill Zimmerman
20. Rescue Captain Josh Hoege
21. Jim Krueger

22. Todd Bychinski
23. Zach McDonough

Company C:

24. Captain Mike Corwith
25. Lt. Eric Sukup
26. Frank Matussek
27. Paul Bierman
28. Matt Gavin
29. Darren Weber
30. Kyle Burmester
31. Zach Dallman

Company D:

32. Captain Tom Klang
33. Donnie Lichte
34. John Bolt
35. Jeremy Schyvinck
36. Ben Johnson
37. Mark Meyer
38. Patrick McPhee
39. Troy Thompson
40. Doug Knuth

Equipment/Vehicle Resources:

<u>Quan.</u>	<u>Resource</u>
3	4-wheel drive vehicles
2	2000 GPM Engines
1	1500 GPM Engine
1	Mercury inflatable rescue boat
2	Tankers 4800 gallon
4	Truck mounted generators
1	Portable generator
25	Rechargeable flashlights
1800'	1 ¾" hose
3000'	2 ½" hose
3000'	5" large dia. supply hose
2	Hurst jaws of life extrication tools
1	Hurst electric power unit
1	Hurst gas power unit
3	Hurst rescue air bags
1	100' aerial ladder truck
30	Scott self-contained breathing apparatus (SCBA)
30	Scott SCBA air tanks (spares)
2	Truck mounted winches
1	Bauer air compressor (non-portable)
5	Chain saws
1	Circular saw
25	Portable radios
1	Complete heavy rescue: -Ice/water rescue -Confined space rescue -Low angle rope rescue
10	Hip boots
4	Chest waders
24	Reflective rain coats
1	Pressure washer
1	Four gas meter
2	CO meter
12	Life jackets (PFD)
4	Swift water (PFD)

Reedsburg Area Ambulance Service

Department Head: Josh Kowalke, Director

Employees:

<u>Name</u>	<u>Call #</u>	<u>EMT Level</u>	<u>Cell</u>
<u>Ballweg, Keifpher</u>	<u>420</u>	<u>CCP</u>	<u>393-3423</u>
<u>Brandt, Jessi</u>	<u>405</u>	<u>B</u>	<u>415-8482</u>
<u>Brecka, Travis</u>	<u>402</u>	<u>CCP</u>	<u>415-1203</u>
<u>Breidenbach, Amy</u>	<u>425</u>	<u>A</u>	<u>469-6758</u>
<u>Burton, Amanda</u>	<u>410</u>	<u>A</u>	<u>495-0624</u>
<u>Butler, Bob</u>	<u>403</u>	<u>CCP</u>	<u>415-7241</u>
<u>Carson, Timothy</u>	<u>413</u>	<u>B</u>	<u>415-7992</u>
<u>Connors, Johnny</u>	<u>422</u>	<u>A</u>	<u>415-0924</u>
<u>DeKeyser, Bryan</u>	<u>431</u>	<u>CCP</u>	<u>566-7130</u>
<u>Fry, Diane</u>	<u>414</u>	<u>A</u>	<u>393-6033</u>
<u>Halatek, Amanda</u>	<u>434</u>	<u>B</u>	<u>345-4302</u>
<u>Hinze, Trevor</u>	<u>419</u>	<u>CCP</u>	<u>415-0013</u>
<u>Hoege, Brittney</u>	<u>404</u>	<u>CCP</u>	<u>393-1874</u>
<u>Johnson, Ben</u>	<u>421</u>	<u>B</u>	<u>219-484-0614</u>
<u>Jones, Alexander</u>	<u>430</u>	<u>A</u>	<u>604-9870</u>
<u>Kao, Nikki</u>	<u>408</u>	<u>P</u>	<u>547-1140</u>
<u>Kowalke, Josh</u>	<u>400</u>	<u>CCP</u>	<u>963-3494</u>
<u>Krueger, Kristin</u>	<u>426</u>	<u>CCP</u>	<u>393-2451</u>
<u>Kruse, Damian</u>	<u>418</u>	<u>P</u>	<u>393-4018</u>
<u>Milewski, Sandy</u>	<u>415</u>	<u>A</u>	<u>393-1020</u>
<u>Perea, Jerome</u>	<u>409</u>	<u>A</u>	<u>393-7803</u>
<u>Porter, Peggy</u>	<u>406</u>	<u>B</u>	<u>415-0630</u>
<u>Raupp, Phil</u>	<u>401</u>	<u>CCP</u>	<u>393-4076</u>
<u>Rego, Deb</u>	<u>411</u>	<u>A</u>	<u>495-0435</u>
<u>Schmitt, Sawyer</u>	<u>435</u>	<u>B</u>	<u>415-3789</u>
<u>Schwartzner, Courtney</u>	<u>428</u>	<u>B</u>	<u>451-3050</u>
<u>Scott, Barb</u>	<u>423</u>	<u>A</u>	<u>604-3511</u>
<u>Scott, Chris</u>	<u>407</u>	<u>CCP</u>	<u>963-4332</u>
<u>Shekels, Kim</u>	<u>433</u>	<u>P</u>	<u>547-7020</u>
<u>Shields, Mary</u>	<u>412</u>	<u>A</u>	<u>963-3167</u>
<u>Sobeck, Lucas</u>	<u>424</u>	<u>A</u>	<u>393-9454</u>
<u>Stevens, Ben</u>	<u>416</u>	<u>P</u>	<u>495-3959</u>
<u>Stowell, Dan</u>	<u>432</u>	<u>B</u>	<u>547-6460</u>
<u>Stowell, Sandi</u>	<u>427</u>	<u>A</u>	<u>547-6461</u>
<u>Thieding, Kristal</u>	<u>429</u>	<u>A</u>	<u>495-0189</u>

Ambulances:	511 – 963-7742	512 – 963-9052	513 – 963-6043
	514 – 415-1865	515 – 415-2069	516 – 415-1732

Equipment/Facility/Vehicle Resources:

Quantity	Resource
36	Portable Radios
5	ALS Stocked Ambulances
2	ALS First Response Emergency Vehicle (Fly Car)
3	Mass-Casualty / Triage Kits
3	Bags of 10 ea Active Shooter Downed Officer Kits
1	Storage Room with Medical Supplies
1	Pandemic Supply Kit (Masks and Gloves)
4	Beds with Sleeping Quarters
1	Training Room with base radio and computers
1	Kitchen
2	Offices with Computers
1	General Restroom and Shower Facilities
1	Laundry Room with Washer and Dryer

Parks and Recreation Department Resource List

Department Head:

Matt Scott

Employees:

James Phillippi

Todd Pepper

Part Time Positions:

Parks – 4

Aquatics Director – 1

Life Guards – 15

Gymnastics Instructors – 8

Umpires – 15

Scorekeepers – 4

Tee Ball – 2

Soccer Clinic – 4

Softball Coaches – 6

Tot Lot Supervisors - 2

Rec Center Workers - 3

Tennis Instructors - 4

Basketball Referees - 3

Basketball Scorekeeper - 1

Volleyball Referees - 3

Concession Manager - 1

Total: 79

Equipment/Resource List:

Mowers:

3 Tractors, 1 Front Cut, 1 Zero Turn

Trucks:

4

Groomers:

2

Reedsburg Utility Resource List

Department Head:

Brett Schuppner, General Manager

Emergency Contact Information:

Name:	Title:	Work #:	Cell #:
Brett Schuppner	General Manager	608-768-6435	608-434-7897
Dennis Horkan	Electric Dept. Supervisor	608-768-6428	608-434-1123
Scott Waffle	Electric Dept. Foreman	608-963-9528	608-963-9528
Jon Craker	Water Dept. Supervisor	608-768-6427	608-524-9080
Chuck Setter	Water Dept. Foreman	608-768-6441	608-985-7434
Ken Las	Fiber Dept. Supervisor	608-768-6450	608-415-9924
Steve Stolte	Communications Tech	608-768-6436	608-434-5118
Terri Gher	Accounting Manager	608-768-6422	608-727-2118
Teri Ruhland	Office Contact	608-768-6433	608-415-2038
Janet Fisher	Office Contact	608-768-6423	608-415-8876

Commissioners:

James Krueger
Jim Heuer
Mike Gargano
Mike Glick
Amy Reine

Vehicle Resources:

UNIT #	YEAR	MAKE	DESCRIPTION
1	2000	International	IH2000 Chassis dump bed installed 2015
3	2007 1973 1986	Dodge Pierce	Ram 2500 4WD Reg Cab ST 96" Service Body 12G Bumper Step w/ Overhead Racks
6	2003	Chevrolet	1500 4x4 blue pickup
12	2000 2000 2007	Ford Boss	F250 4x4 Ford Truck Tommygate 1000 lb capacity 8'6" Steel straight blade super duty snow plow
15	1998	Dodge	Ram 2500 Truck w/ used utility body
16	2003	Ford	F150 4x4 white pickup
19	2006	Ford	F250 4X4 white pickup Utility Box & Accessories Xantrex Pro 1800 Inverter
21	2008 2008	International	4400 Chassis Digger Derrick unit
22	2008	Dodge	Ram 1500 4WD Reg Cab-White
23	2008	Dodge	Grand Caravan 4D Wagon
24	2008	Ford	F450 4x4 white truck
25	2009	Ford	F150 4x4 white pickup
26	2009	Ford	F150 4x4 white pickup
27	2009	Dodge	Grand Caravan 4d Wagon SE
28	2010	Chrysler	Town & Country 4D Wagon LX
29	2008	Ford	F350 Truck w/ flat bed
30	2008	Ford	F350 Truck w/ utility body
31	2004	GMC Sierra	C3500 Truck w/utility body
32	2014 2014	International Terex	4300 4x2 Bucket Truck Chassis TCX60 Aerial Unit
33	2014	Ford	F150 4x4 white pickup
34	2014	Ford	Fusion (car) white
35	2015	Ford	F150 Supercab 4x4 SS
36	2017	Ford	F550 4x4 Bucket Truck Chassis Versalift 40' Aerial Unit
37	2017	Ram	1500 Tradesman 4x4 pickup

Equipment Resources:

UNIT #	DESCRIPTION
50	Backhoe/Loader
51	Compressor
52	Chipper
53	Trencher
54	Flatbed Trailer w/ tilt-Trencher (16,000 lbs)
55	4" Boring Tool
56	Pole Trailer
58	Cable Reel Trailer (5,000 lbs)
60	Magnetic Locator
61	Rammer-Compactor
62	Diesel Engine Generator/Trailer (10,000 lbs)
63	Forklift
64	Mower trailer w/ ramp (2,990 lbs)
66	Thumper (fault locator)
67	Radar (fault locator)
68	3 reel turret wire trailer (23,500 lbs)
69	Underground Locator
70	Underground Locator
71	Mower-rider
72	Locator-Receiver & Transmitter
74	Mini-Excavator
75	18' Road Warrior Trailer (12,000#)
76	20' Road Warrior Equipment Trailer (12,000#)
77	910 Receiver & 910T Transmitter Locator
78	Power Rake
79	Tractor w/ dual remotes/240TL Loader
80	Air Compressor
81	Vibratory Plow w/ Trencher Attachment
82	Piercing Tool
83	20' Road Warrior Equipment Trailer (12,000#)
84	Directional Drill on Trailer
85	Cargo Trailer (used for communications spicing equip)
86	500 Gallon Vacuum on T9S Tandem Trailer
87	Skid Mount Straw Mulcher
88	Condux Mini Blower/Pusher
89	Magnetic Locator
90	Quad Track Plow with Backhoe & Blade

Reedsburg Public Library

Reedsburg Public Library

Department Head: Sue Ann Kucher, Director

Employees:

(FTE)

Kris Houtler - Assistant Director

Joleen Clark, Circulation Supervisor

Tina Peerenboom - Youth Services Librarian

Wendy Collins - Tech Services

Kathy Kosak - Circulation Clerk

(PT)

Janet Gasser – Reference Services Librarian

Laura Geffert - Assistant Youth Services

Alyssa Pace - Circulation Assistant, Supervisory

Brittany Bruun – Circulation Assistant, Supervisory

Jill Van Arman – Circulation Assistant

Karen Schuppner – Circulation Assistant

Tamela Balk – Circulation Assistant

Glen Slaats – Circulation Assistant

Resources:

21 public computers

10 staff computers some of the staff computers are connected to the Utility network and some are connected to the South Central LINK network.

Response Checklist

Response Issues

- A. Direction and Control / Incident Command
Set Up Incident Command/Unified Command, Span of Control and Unity of Command.
- B. Size Up the Incident
Determine the Size of the Area Affected, Population Characteristics, and Economic Profile of the Area.
- C. Search and Rescue
Search the Damaged Area, Rescue the Injured, Recover Bodies
- D. Evacuation and Shelter
Inform People of the Areas Which Should be Evacuated, Human Services and Salvation Army open pre-designated shelters, consider special needs groups, special provisions for pets, determine procedures for return to the evacuated area.
- E. Damage Assessment
Activate Damage Assessment Team Composed of People Familiar with Property Value.

Damage Assessment Important to Secure State and Federal Assistance. We Can't Deliver State and Federal Assistance Unless We Know Your Needs.
- F. Public Information
Designate People to Provide Information to the Media.
Establish a Location to Meet With the Media Away From Your EOC.
Inform Citizens of the Status of the Response and the Recovery.
- G. Track Citizen's Needs
Designate Someone to Keep Track of Request for Assistance and the Delivery of that Assistance.
- H. Track Offers of Assistance
Be Prepared to Deal with Voluntary Help – There Will be a Lot!
Designate Someone to Keep track of Offers of Assistance.
Discourage Shipments of Donated Goods.
Identify a Location to Store Donated Goods.

- I. Debris Clean Up and Disposal
 - Work with DNR on Proper Disposal of Debris.
 - Inform the Public of Proper Separation and Disposal of Debris.
- J. Obtain Outside Assistance (Mutual Aid)
 - Activate Your Mutual Aid Agreements as Necessary.
- K. Determine Public Health Issues
 - Address Health Issues Such as Safe Water and Food, Disease, Mental Health as They Relate to Both Victims and Responders.
- L. Site Security/Pass System
 - Establish a Pass System (if available) to Access to the Area.
 - Relates to Security, and Orderly Clean Up and Repair of the Affected area.

Response Timeline

A. 0-2 Hours

- Establish Incident Command System
- Notify all of the agencies with a role in your plan
- Determine the size and nature of the area affected by the disaster
- Determine the number of people, buildings and businesses affected by the disaster
- Conduct search and rescue operations as needed
- Open shelters as needed
- Determine if the area needs access control and set up road blocks
- Begin clearing roads and streets
- Begin to determine the types and amount of outside assistance you may need
- Notify the County Emergency Management Director
- Notify Wisconsin Emergency Management
- Begin public information activities and issue protective actions for the public if necessary
- Hold one or more Command Staff briefings
- Consult your agency's Response Checklist
- Activate mutual aid agreements
- Consider the need to declare a State of Emergency

B. 2-4 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Consider the need for 24 hour operations and the establishment of 12 hour shifts
- Continue shelter operations as needed
- Inform the hospital(s) of potential casualties
- Begin preparations for establishing a Pass System*
- Activate damage assessment team
- Assign people to handle request for assistance and to track the needs of Special Populations
- Assign people to track request for information on disaster victims
- Assign people to track offers of assistance and donations
- Continue clearing roads and streets
- Determine how debris will be disposed
- Begin to determine the public health effects of the disaster
- Begin to consider the needs of Special Populations
- Begin to take care of the needs of the responders
- Consult your agency's Response Checklist
- Hold one or more Command Staff Briefings

C. 4-12 Hours

- Continue search and rescue operations if necessary
- Continue public information activities

- Prepare for the next shift to take over
- Consider the need for ongoing mutual aid
- If necessary, activate the Pass System*
- Continue to inform the hospital of potential casualties
- Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to the state
- Continue clearing roads and streets
- Take debris to an appropriate land fill
- Prepare a prioritized list of repairs to critical facilities and transportation routes
- Begin clean-up activities on public and private property
- Continue to track the request for assistance and the needs of Special Populations
- Continue to track request for information on disaster victims
- Continue to track offers of assistance and donations
- Continue shelter operations as needed
- Address the public health needs of the disaster victims and responders
- Take care of the personal needs of the responders
- Conduct several command staff briefings
- Consult your agency's response checklist
- Brief the next shift
- Coordinate with utilities in the restoration of service
- Anticipate and address Public Health issues

D. 12-24 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary*
- Continue damage assessment activities and submit UDSR
- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Conduct several Command Staff briefings during each shift
- Brief the next shift

E. 24-48 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary*
- Continue damage assessment activities and submit UDSR

- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Continue cleanup activities on public and private property
- Take debris to an appropriate landfill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate activities of volunteers assisting with clean-up efforts
- Begin planning for reentry and long term recovery
- Conduct several Command Staff briefings during each shift
- Brief the next shift

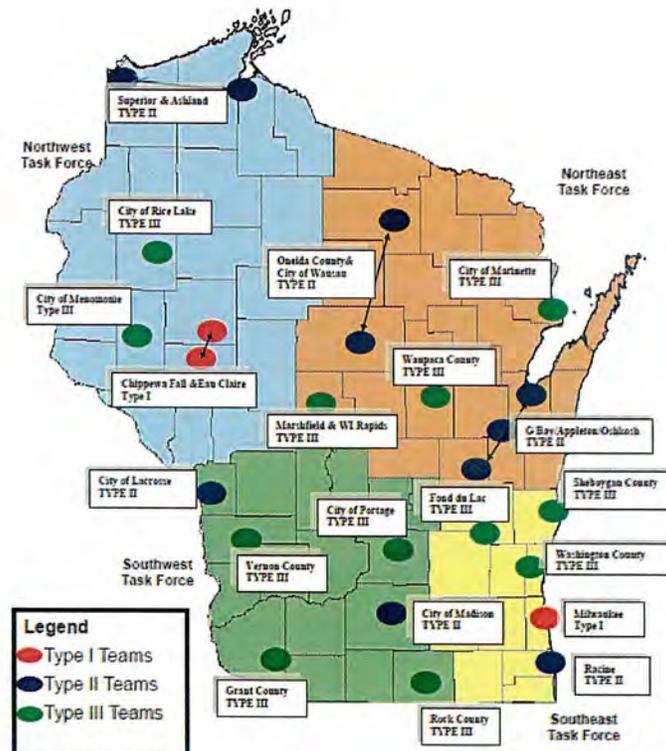
F. 48-? Hours

- Continue public information activities
- Continue operation of the Pass System if necessary*
- Continue damage assessment activities and submit UDSR
- Provide updated damage estimates to the state
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate land fill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate the activities of volunteers assisting with clean-up efforts
- Continue planning for reentry and long term recovery
- Provide people to participate in the Preliminary Damage Assessment
- Conduct several Command Staff briefings during each shift
- Brief the next shift

*If available.

Hazardous Materials Teams

1. Gather the following information:
 - a. Agency and person making the request:
 - b. Two call back numbers:
 - c. Location of the incident:
 - d. Incident Commander:
 - e. Reason for your request (type of incident):
 - f. What specific information about the release is known (physical state, UN ID, chemical properties, etc.):
 - g. Where is staging:
 - h. What are the resources needed:
 - i. Immediately:
 - ii. Sustained deployment:
 - i. Are there any evacuations in progress:
 - j. What other resources have been requested to the scene:
 - k. What is the appropriate/safe routing to the incident
2. With the above information contact, 1-800-943-0003, the state WEM Duty Officer.
3. Contact Emergency Management also.



Sauk County Volunteer Management System - 2017

Introduction

The Sauk County Volunteer Management System (SCVMS) model consists of a System Description (describing the structure and primary functions required for the system) and Concept of Operations (how the system components function during each stage of response and recovery). This SCVMS is designed to address the use of volunteers for adequately filling positions required during an incident response. The SCVMS may be expanded and configured as needed to meet the incident requirements. Applying Incident Command System principles, positions in the SCVMS are structured to take on the responsibilities of any unfilled subordinate position in the response configuration, making the system highly collapsible or expandable.

Goal

Provide a safe, effective and efficient Volunteer Management System to process and 'just-in-time' train volunteers, both pre-registered and spontaneous, who arrive to assist Sauk County during emergencies, disasters, or other challenging events.

Objectives

- 1) Organize volunteers and volunteer groups for maximum efficiency and effectiveness in supporting incident response and recovery efforts.
- 2) Provide for the safety of volunteers.
- 3) Process and catalogue volunteers to efficiently match volunteer skills with the identified incident response personnel needs.
- 4) Provide effective orientation and 'just-in-time' training for volunteers to understand their roles, responsibilities, and supervision issues.
- 5) Integrate the SCVMS and processed volunteers into the Incident Command System/Incident Management System (ICS/IMS) that is managing the incident.
- 6) Maximize the volunteer experience to promote increased volunteer participation in future events.

Assumptions

An extensive number of assumptions were delineated in the System Description, to provide an understanding of the basis for this model system. They explain:

- The rationale for a volunteer management system and the critical issues that must be addressed, including direct responsibility for recruiting and processing volunteers throughout the response and recovery phases, and the need for 'just-in-time' training.
- The rationale for using Incident Command System/Incident Management System (ICS/IMS) concepts to develop the SCVMS and for integrating the system into the ICS/IMS that is managing the incident.
- The various categories of volunteers: spontaneous versus recruited, affiliated pre-

incident versus unaffiliated, pre-registered, accepted, volunteer groups, and support volunteers.

Sauk County Volunteer Management System (SCVMS) System Description

During an incident, the SCVMS will be based at a Volunteer Management Center (VMC). The location of this facility may vary and physical requirements to adequately support the SCVMS are listed within the project. The management of the SCVMS and the processing of volunteers are both located within the VMC to minimize staffing requirements. A Volunteer Point of Assembly (VPOA) is delineated, in case a separate location is needed for the initial contact with potential volunteers.

The organization of the SCVMS, based upon ICS principles and the tasks necessary for efficient management and integration of volunteers into the response and recovery are grouped according to similarity of purpose. Not all functions or positions are staffed in all incidents Per ICS fundamentals that is dependent upon the nature and complexity of the incident. *In events where no individual is assigned to a functional position, the responsibility for accomplishing the function or task is assumed by the supervisory position for that function or task.*

The VMS Manager provides the overall supervision of the SCVMS system and is therefore responsible for the overall effectiveness of the SCVMS response. This responsibility involves:

- establishing the SCVMS control objectives as well as objectives for each operational period
- Assuring the system is adequately functioning
- Problem-solving issues that can't be resolved at a lower level
- Performing any necessary senior liaison and public information tasks
- Addressing safety issues for the VMC and volunteers (unless delegated to a safety officer).

The Operations Section achieves the objectives set by Management, which are primarily organizing and processing volunteers, and then integrating the *accepted* volunteers into the incident. Two Operation Branches are therefore described: the Volunteer Processing Branch and the Incident Integration Branch.

The Volunteer Processing Branch is focused on the volunteers themselves. This Branch is responsible for:

- The overall reception, cataloging, briefing, training, assigning, and scheduling of volunteers. Information related to all of these activities is continually provided to VMS Plans for incident archiving and maintaining accountability of volunteer records.
- Establishing the Volunteer Point of Assembly (VPOA), a location where volunteers should report to for in-processing in the Volunteer Management Center

(VMC). The VPOA and VMC are commonly co-located for incidents, but may be located separately. Volunteers will not be allowed to participate in response unless they have initially reported to the VPOA and are processed through the Sauk County Volunteer Management Center (VMC).

- Establishing the organized processing of incoming & outgoing volunteers. Volunteers are provided with a written orientation to the VMC and their responsibilities as volunteers. Those wishing to proceed are registered, have their credentials verified (identification/certification/qualification-the exact process to be determined by Sauk County based on the incident) and if accepted/approved, are placed on a roster according to their skill sets for possible assignment.
- Establishing an identification system to ensure accountability and mitigate the chance of injury.
- Assure that volunteers are dressed properly for the jobs they will be conducting. *(Public information messages will clearly state what required dress is. Safety Officer will provide a safety message, which includes proper dress to staff doing volunteer check-in.)*
- Review and verify volunteers photo identification.
- Verify volunteers are at least 18 years of age. *(Utilizing volunteers under 18 is at the discretion of the incident commander. The incident commander must approve utilizing volunteers under 18.)*
- Volunteers will give staff their ID and staff will print information requested on form. Registered volunteers will be given a wristband with a number. Number will correspond with the number on the registration form thus allowing identification during an emergency.
- Obtain a signed "Sauk County Volunteer Management Waiver" ..
- Matching accepted/approved volunteers with appropriate incident positions that the Incident Management System has requested be filled. Volunteers without an assignment are either staged (if an expected assignment is pending), or released with a call-back mechanism in place in the event that an appropriate position need is identified.
- Provide Volunteers who have accepted an assignment an assignment briefing. This provides a situation update and addresses job risks and safety issues, personal protective equipment (PPE) orientation, and standard volunteer operating procedures. Assignees are given the opportunity for their questions to be answered. Specific assignment tasks, shift length and duration, supervisory requirements, liability and worker's compensation details (to be determined by Sauk County) are provided either in this briefing or later at their job briefing by their direct supervisor.
- Provide Volunteers equipment and supplies as indicated by their role *(some will be equipped at the incident site)*. issue the volunteer their site access badge and arrange transportation to their work site. Upon arrival at their designated assignment, their supervision is transferred to designated incident (IMS) personnel where assignment-specific instructions are provided.
- Out-process volunteers that have completed their assignments and returned to the Volunteer Management Center (VMC) Includes evaluation and rehabilitation and re-assignment if qualified and willing. If no further assignment is offered or

accepted, out-processing will include an incident review (*a brief review of activities while managed by Sauk County*), a performance evaluation if not accomplished by their incident supervisor, counseling as indicated, and return of volunteer issued equipment, unused supplies, and the access privilege badge. At this time the volunteer is given the opportunity to provide feedback on the Sauk County Volunteer Management System operations.

- The Volunteer Processing Branch may also be responsible for volunteer recruitment if this is necessary, or, alternatively, developing messages for ICS/IMS to publicize that no further volunteers are needed.

The Incident Integration Branch is responsible for:

- Working with the Incident Management System to identify incident volunteer needs and to monitor volunteers assigned to the incident. This could also be accomplished through the Sauk County Emergency Operations Center (EOC).
- Takes the requests for assistance and translates these into categories of current and anticipated volunteer capabilities, and delineates details necessary for the assignment briefings (*specific job tasks, shift time and location, etc.*). This information is provided to the Volunteer Processing Branch, and also forwarded to SCVMS Plans for documentation.
- Conducts volunteer tracking while volunteers are deployed on-incident, provides briefings to ICS/IMS personnel on the role of volunteers, and maintains a 'trouble desk' function to answer questions ICS/IMS personnel or deployed volunteers may have. The Trouble Desk also assists with documenting any adverse incidents involving deployed volunteers, and investigates/intervenes as indicated.

The SCVMS Logistics Section, Planning Section and Administration/Finance Sections provide support to Management and Operations per standard incident management principles.

SCVMS TOOLKIT

ICS forms will be used for all documentation. These forms will be part of the SCVMS as an appendix. The toolkit will be maintained and kept in the Sauk County Emergency Operation Center.

FOLLOW-ON ACTIVITIES

As with any new systems development, implementation requires personnel designation, equipment purchase and storage/staging arrangements, and the follow-on steps of education, training, exercise/evaluation and system improvements. Implementation decisions, such as a definitive procedure for verifying volunteer credentials, and other development activities are currently being conducted by Sauk County Emergency Management to ready the SCVMS for operation.

CONCLUSION

The SCVMS has been developed to enable Sauk County (Wisconsin) to effectively and efficiently integrate volunteers, as required, during emergency response and recovery. The model is consistent with the Sauk County Emergency Operations Plan and with the ICS required by the National Incident Management System. Volunteer managers have valid tools to accomplish their volunteer-related responsibilities and volunteers are provided a structured system that enables them to safely engage as they render assistance.

Volunteer Management Waiver

NAME: _____ TODAYS DATE: _____

HOME ADDRESS _____ CITY/STATE/ZIP: _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____

EMERGENCY CONTACT PHONE#: _____

Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the County of Sauk, Wisconsin, and the supervisors of the response and recovery efforts from all liability for any and all risk of damage or bodily injury or death or property damage, including any injury or damage caused by negligence, in connection with any volunteer effort in which I participate or which may arise from my participation in volunteer efforts or from my presence on a Sauk County/City of Reedsburg site or in a Sauk County/City of Reedsburg vehicle or vehicle contracted, leased or otherwise made available for use by Sauk County/City of Reedsburg as part of said participation. In addition, Sauk County/City of Reedsburg officials have permission to utilize any photographs or videos taken of me for publicity or training purposes without compensation paid to me, I will abide by all safety instructions and information provided to me during the response and recovery efforts.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Wisconsin, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that work may involve dangerous and/or strenuous activities and that bending and lifting will be a part of the job, I acknowledge that I may have to work in uneven terrain and damp, wet, Dirty, hot or cold, and muddy conditions.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

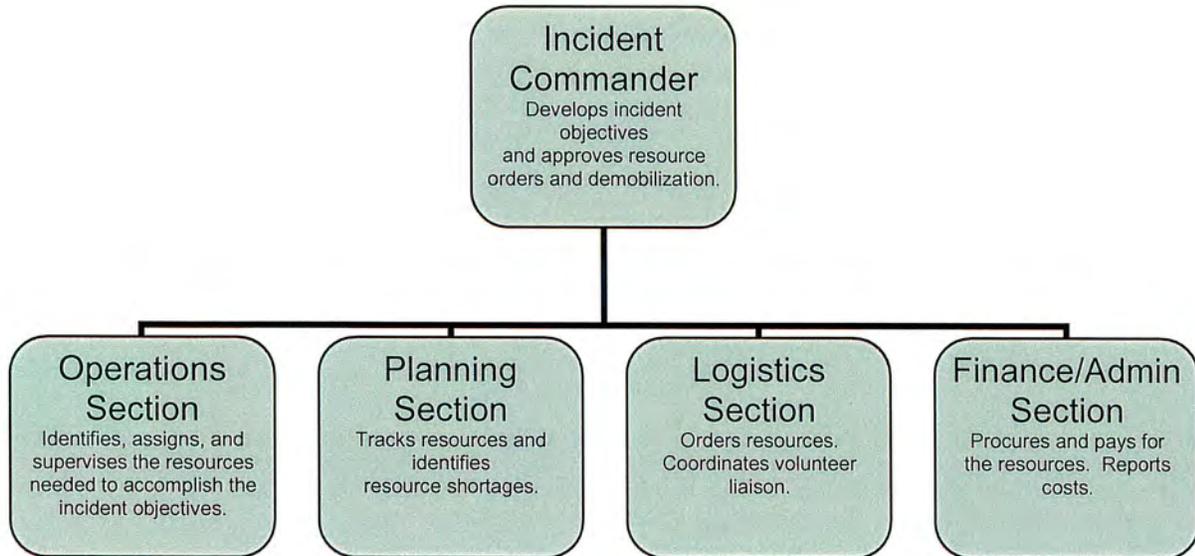
Signature: _____

Date: _____

Parent or Guardian, if under 18: _____

Date: _____

City of Reedsburg Organizational Chart - ICS



Equipment Rate Resolution



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax 608-524-8458
www.reedsburgwi.gov

RESOLUTION

FILE NO. 4275-17

**RESOLUTION OF THE CITY OF REEDSBURG CITY COUNCIL
ADOPTING THE STATE OF WISCONSIN EQUIPMENT RATE LIST
APPROVING EQUIPMENT AND VEHICLES RATES FOR THE
CITY OF REEDSBURG, WISCONSIN**

WHEREAS, the Wisconsin Department of Transportation establishes a Schedule of Classified Equipment and Vehicle Rates that are updated annually; and

WHEREAS, The City of Reedsburg uses these State Equipment Rates when issuing invoices that include charges for the use of the City of Reedsburg's owned equipment; and

WHEREAS, the adoption and use of these State Equipment and Vehicle Rates assists the City of Reedsburg in receiving reimbursement from the Federal Emergency Management Agency (FEMA) and the Wisconsin Emergency Management Agency for work performed by the City during emergency situations;

THEREFORE, BE IT RESOLVED, The City Council of the City of Reedsburg does hereby adopt the State Equipment and Vehicle Rates for the use of City's owned equipment and vehicles that are listed in Section 1:

SECTION 1:

The following published State of Wisconsin Equipment and Vehicle Rates are incorporated as part of this Resolution.

- Composite Rates (02-25-60)
- Non-Standard Rates (02-25-55) and photos
- Classified Equipment Rates (02-25-50) and photos

ADOPTED on this 27th day of March, 2017.

A handwritten signature in cursive script that reads "David G. Estes".

David G. Estes, Mayor

A handwritten signature in cursive script that reads "Jacob Crossetto".

Jacob Crossetto, City Clerk-Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. 4275-17, dated March 27, 2017.

Date Passed: March 27, 2017

Vote: 9-0-0

Annex A – Plan for Pets

If you are a pet owner, your Disaster Plan must include your pets. Different disasters require different responses. If it's not safe for you to stay in the disaster, it's not safe for your pet to stay. Therefore, pet owners must take responsibility for their pets as they would for any member of their family who cannot take care of themselves in a disaster.

In the event of a disaster in which you must evacuate your family, the most important thing you can do to protect your pets is to evacuate them too. Leaving pets behind is likely to expose them to danger and may result in them being injured, lost or killed. Because most shelters will not accept pets, except for service animals, you must plan to ensure that your family and pets will have a safe place to stay. Some warnings for disasters may be issued hours or days in advance. Prepare your pet and supplies early so that you can leave with them quickly if necessary.

- Know which hotels and motels outside your immediate area will accept pets during disasters.
- Check with friends, relatives or others outside your immediate area and determine if they would be able to shelter you and your pets or just your pets if necessary
- Make a list of veterinary offices and boarding facilities which might be able to shelter pets in emergencies
- Create a survival kit for your pet that includes:
 - Identification collar and rabies tag with up to date information. Attach phone number and address of where you'll be staying during the evacuation
 - Animal carrier or cage and leash with bedding material
 - Medications and veterinary records stored in a waterproof container. Most kennels will not allow pets without proof of vaccination.
 - Bags for handling waste
 - Two-week supply of food, water, and food bowls
 - Other items such as grooming items, toys, household bleach
- Pets may be disoriented after a disaster. Familiar sights and smells may be gone. Try to get pets back into their normal routine as soon as possible after a disaster. Behavioral problems that cause stress to the pets may have to be addressed by a veterinarian.

Pet Friendly Accommodations

Below are listed some pet friendly hotels and motels in and around the Reedsburg area. It is recommended that residents call the business themselves to determine the availability of rooms and housing for pets.

Name	Address	Phone
Quality Inn	2115 East Main Street, Reedsburg	608-524-8535
Reedsburg Motel	1133 E Main St, Reedsburg	608-524-2306

Annex B - Severe Weather Plan

Section A - Introduction

The purpose of this Severe Weather Plan is to provide a course of action to be used during a severe weather event to minimize the potential for injury and loss of life that can result during severe weather. This plan also identifies the most tornado-resistant areas in your building. These areas are not necessarily to be considered tornado safe; but, in our judgment, they are the "best available" for locating people during tornado warnings. This plan should be reviewed at least annually by all employees in your area to ensure that everyone knows where the severe weather shelter area is and what to do when the severe weather siren activates. Tornadoes develop from high winds associated with thunderstorm activity or in conjunction with hurricanes. Typically, spring and late summer thru early fall seasons provide the best conditions conducive to tornado formation, although, a tornado can form during any season.

Section B - Severe Weather Definitions

Tornado

A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

Tornado Warning

This is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

Severe Thunderstorm

A thunderstorm that produces a tornado, winds of at least 58 mph and/or hail at least 1" in diameter. Structural wind damage may imply the occurrence of a severe thunderstorm. A thunderstorm wind equal to or greater than 40 mph and/or hail of at least ½" is defined as approaching severe.

Guide for determined hail sizes:

- Less than 0.50" Pea
- 0.50" – marble/mothball
- 0.75" – dime/penny
- 0.88" – Nickel
- 1.00" – quarter
- 1.25" – half-dollar
- 1.50" – walnut/ ping pong
- 1.75" – Golf Ball
- 2.00" – Hen Egg
- 2.50" – Tennis Ball
- 2.75" – Baseball
- 3.00" – Tea Cup
- 4.00" – Grapefruit
- 4.50" – Softball

Severe Thunderstorm Warning

This is issued when either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 mph, therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not criteria for issuing a severe thunderstorm warning. They are usually issued for a duration or one hour. They can be issued without a Severe Thunderstorm Watch being already in effect.

Severe Thunderstorm Watch

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces one inch hail or larger in diameter and/or winds equal or exceed 58 mph. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches.

Severe Weather Statement

A National Weather Service product which provides follow up information on severe weather conditions which have occurred or are currently occurring.

Flash Flood

A flood which is caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Also, at times a dam failure can cause a flash flood, depending on the type of dam and time period during which the break occurs.

Flash Flood Warning

Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Flash Flood Watch

Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.

Section C - Thunderstorms

Thunderstorms may develop at any time of the year. Although thunderstorms can occur during any month, the more violent storms occur in the spring and summer months. Thunderstorms can be single cell, multicell cluster, multicell line, and super cell. Supercells always form severe thunderstorms. Thunderstorms typically consist of very high winds, rain, lightning, and in many cases hail. Typically, the larger the hail is, the stronger the thunderstorm is. Hail one inch in diameter or more with winds in excess of 58 mph indicate a severe thunderstorm where tornados are likely to be spawned. Tornado formation is most likely to occur where the hail falls. Another dangerous aspect of a thunderstorm is lightning. The best protection from lightning is to seek shelter in a nearby building. Flooding can also occur in low areas and in areas where storm drains are blocked. It is also no surprise that severe thunderstorms can produce damaging winds with or without forming tornados.

Section D – Anatomy of a Tornado

Tornadoes form under a certain set of weather conditions in which three very different types of air come together in a certain way. Near the ground lies a layer of warm and humid air along with strong south winds. Colder air and strong west or southwest winds lie in the upper atmosphere. Temperature and moisture differences between the surface

and the upper levels create what is called instability, while the change in wind with height is known as wind shear. This shear is linked to the eventual development of rotation from which a tornado may form.

A third layer of very warm dry air becomes established between the warm moist air at low levels and the cool dry air aloft. This very warm layer acts as a cap and allows the atmosphere to warm further making the air even more unstable. Things start to happen when a storm system aloft moves east and begins to lift the various layers. Through this lifting process the cap is removed thereby setting the stage for explosive thunderstorm development as strong updrafts develop. Complex interactions between the updraft and the surrounding winds, both at storm level and near the surface, may cause the updraft to begin rotating and a tornado is born.

A tornado is a violently rotating column of air in contact with the ground with speeds of 60-300 mph. It is only visible due to water droplets mixed with dust and debris. Doppler radar will not "see" tornados. The radar only detects precipitation and light rain in the center of heavy rain indicates tornado potential. Contrary to popular belief, tornados do not leave the ground, only the intensity changes and they appear to "jump". Tornados can be categorized into three groups based on the "Fujita" scale.

- Weak - 80% of all tornados, 60-110 mph winds, path 3 miles long lasting 1-10 minutes. Cause less than 5% of all deaths.
- Strong - 19% of all tornados, 110-205 mph winds, path less than 5 miles, lasting 10-20 minutes. Cause 30% of all deaths.
- Violent - 1% of all tornados, winds greater than 205 mph, can have a 50 mile path lasting up to 60 minutes. Cause 70% of all deaths.

The most common direction of a tornado path is from the southwest to the northeast but they can come from any direction. Tornados are most likely to occur during the afternoon and evening. The most violent storms occur in April through September. The peak hours are from 12:00 noon until 7:00 P.M.

Section E – Effects of High Winds

The causes of damage to buildings by a tornado may be classified in one of three categories which include: extreme winds, missiles, collapse. All buildings have at least one undesirable structural feature relating to the effects of a tornado. Examples are: large areas of glass, long roof/ceiling spans, wind tunnels, and load-bearing wall construction. The areas designated in this report are not to be considered "tornado-proof", but rather the best available areas for sheltering during tornado and severe thunderstorm warnings.

As much as possible, the shelters were selected to:

- Avoid glass

- Avoid interior and exterior doors
- Utilize interior spaces with short spans
- Keep occupants as far away as possible from entrances
- Avoid areas expected to become wind tunnels
- Distribute locations throughout the building to facilitate rapid access
- Avoid areas where chemicals are stored
- Put as many walls as possible between you and the exterior of the building

Section F – Emergency Notification System

Severe weather alerts are transmitted by two means: via pole-mounted outdoor sirens stationed at six specific locations around the City and via severe weather radios located within City buildings. The sirens are tested audibly on the 1st Wednesday of the month at noon (this will not occur if it is storming to prevent confusion).

Watches and warnings are broadcast via the severe weather radios. Minimum actions that should be taken based on specific alerts are detailed in the next section.

Sirens will not sound for a tornado watch, only for a tornado warning which means one has been sighted in our area. The sirens will activate for three minutes when a tornado has been sighted. The primary activation location for the sirens is from the Reedsburg Police Department Communications Center. A secondary activation location is from the fire station. Sauk County also has the capability to activate the Reedsburg Tornado Sirens.

The NWS will activate Wireless Emergency Alerts (WEA) for tornado warnings. The City of Reedsburg Emergency Manager is a registered user of the Integrated Public Alerts and Warning System (IPAWS) and may use the WEA feature post tornado or severe weather event to broadcast life safety messages.

Section G – Minimum Actions to be Taken Based on Weather Alerts

Severe Thunderstorm Watch

Be aware that conditions may be suitable for the development of a severe thunderstorm.

Severe Thunderstorm Warning

Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter. Avoid going outside if possible. Department supervisors should ensure facilities are in place to respond to storm related emergencies.

Tornado Watch

Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter. Department supervisors should maintain situational awareness by continuously monitor weather reports and conditions related to the severe weather, i.e. traffic problems, storm damage, staffing and equipment needs. Police, Fire, EMS, and Public Works supervisors should establish communications and determine the need to institute a Unified Command at an Incident Command Post.

Tornado Warning

When a tornado warning is issued, the outdoor sirens will be activated, and the NWS will broadcast the warning using NOAA weather radios and Wireless Emergency Alerts (WEA) are activated through the FCC and FEMA based off the NWS alert. All employees should immediately proceed to their building's designated shelter area. Employees near a severe weather radio(s) in the building should unplug them and take them to the shelter area to monitor for additional warnings. All persons located outdoors shall seek shelter indoors immediately.

When a tornado warning is issued, the Reedsburg Police Department Communications Center will activate the pagers of the Reedsburg Fire Department and Reedsburg Ambulance and advise of the tornado warning. All available fire personnel will use their best judgment to decide if they can safely respond to the fire/ems facility where they will immediately seek shelter. No emergency services response should occur during a Tornado Warning for any non-emergency call until it expires, is canceled, or unless directed by a department supervisor.

Exterior doors should not be opened. Under no circumstances should persons leave buildings during a warning. During a warning, persons should take one of two positions -- The preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying missiles or glass or debris. If available, some form of covering should be used to protect heads, arms, and legs.

Building occupants should remain in the shelter area until the National Weather Service issues a release. Listen to your radio for information.

Remember, you typically have only three minutes to reach a shelter so do not delay. Waiting can mean the difference between life and death. Everyone must be familiar with the location of the severe weather shelter area(s) in their buildings and should be briefed on what actions to take when the sirens have sounded. Persons in the shelter should tune to local radio stations, their severe weather radio, and/or a NOAA weather radio for additional information.

Section H – Severe Weather Kit

Every building should have at least one Severe Weather Kit. Some buildings will have more than one. The kit should include at least the following items:

- Flashlight(s), with extra batteries
- Battery-operated Radio, with extra batteries
- NOAA Weather Radio if available
- First-aid Kit
- An A-B-C-type fire extinguisher
- Several Blankets

Section I – Shelter Area Identification

Shelter locations for the occupants of the following City owned buildings are as follows:

1. FIRE DEPARTMENT, 131 South Park Street
 - a. Basement
2. REEDSBURG CITY HALL, 134 South Locust Street
 - a. Internal upstairs break room
 - b. Downstairs bathrooms
3. AIRPORT, 1720 E MAIN ST
 - a. Utility room
4. POLICE STATION, 200 South Park Street
 - a. Interior Restrooms
 - b. Lobby Restroom
 - c. Cognitive Graphic Interview Room
 - d. Cognitive Graphic Viewing Room
 - e. Booking
5. AMBULANCE SERVICE GARAGE, 230 Railroad Street
 - a. Interior Bathrooms
 - b. Laundry Room
6. BOYS AND GIRLS CLUB, 300 Vine Street
 - a. Classrooms A and/or B
 - b. Go across the street to the PD
7. REEDSBURG PUBLIC LIBRARY, 370 Vine Street
 - a. Lobby Restrooms
 - b. Staff Breakroom / Restroom
8. PUBLIC WORKS, 414 South Walnut Street
 - a. Internal storage room
9. WASTEWATER TREATMENT PLANT, 802 Division Street
 - a. Office sewer room
10. SWIMMING POOL, 425 N Webb Avenue
 - a. Bathhouse/Guard House

11. RACA & CONCESSION, 1411 Viking Drive
 - a. Concession Area
 - b. Restroom Area
12. REEDSBURG UTILITIES, 501 Utility Court
 - a. Men's Locker Room/Restroom
 - b. Women's Locker Room/Restroom

Section J – Measures to be Taken When Using a Shelter Area

- All doors around shelter areas should be closed and secured during a tornado warning.
- Windows and doors with glass panels should be avoided because of potential missiles propelled by high wind.
- Chemicals and cleaning supplies should be removed from areas designated for shelter use and relocated to a non-shelter area.

Section K – Additional Resources

The National Weather Service

Current and Forecasted Weather Conditions, Hazardous Weather Outlook and Other Resources

<http://www.weather.gov/mkx>

Interactive Weather Maps and Forecasting

<http://www.wunderground.com/>

Tornado Facts and Sheltering Instructions

<http://readywisconsin.wi.gov/media/pdf/Tornadoes.pdf>

Preparedness Information

<http://readywisconsin.wi.gov/>

Emergency Alerts and IPAWS Information

<https://www.fema.gov/emergency-alert-system>



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

STAFF REPORT

AGENDA ITEM: III-H

To: Mayor and Common Council
Prepared By: Brian Duvalle, Steve Zibell
Date of Meeting: May 14, 2018

Subject: Deer Ridge Development (Subdivision) – Preliminary Concept Plan; Agreement

BACKGROUND AND REQUEST

Applicant Jake Stanek proposes to buy this property and convert plat it into six additional lots, plus one existing lot on 8th St. If the preliminary plan is approved, he would return with a final plan for approval.

ANALYSIS

The property is located at the end of Mary Ave. It is zoned R-2 Residential and is 6.5 acres in size. The lots would be platted per the R-2 zoning standards. Five lots would be located on a short extension of Mary Ave at the top of the hill. A sixth lot would be located with access from 11th St that is at a lower elevation. Extension of utilities has been reviewed by RUC. A retention pond may be located between Lots 3 and 4.

The current east end of Mary Ave is lower than the rest of the street. Therefore water ponds at that end and floods a nearby rear yard. Public Works had planned to raise that section so that water would drain down Mary Ave to the west. However, this agreement will re-design the last 100 feet of Mary Avenue and all the street drainage will drain west. As part of this agreement the Developer will pay for all necessary Utility improvements including sewer, water, electrical and any other necessary improvements. The City is agreeing to paying for curb, gutter and asphalt installation.

If this project is approved and is built this summer Public Works is proposing to place Mary Avenue as a candidate for re-building in 2019 since the street is in bad shape and the water Utility has had numerous watermain breaks the last few years.

Also part of the agreement is the Developer must meet with the Parks Committee to determine if any park infrastructure will be required as part of this development.

STAFF RECOMMENDATION

Plan Commission and Public Works recommend approval. Parks & Rec will also review in May.

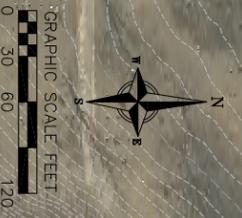
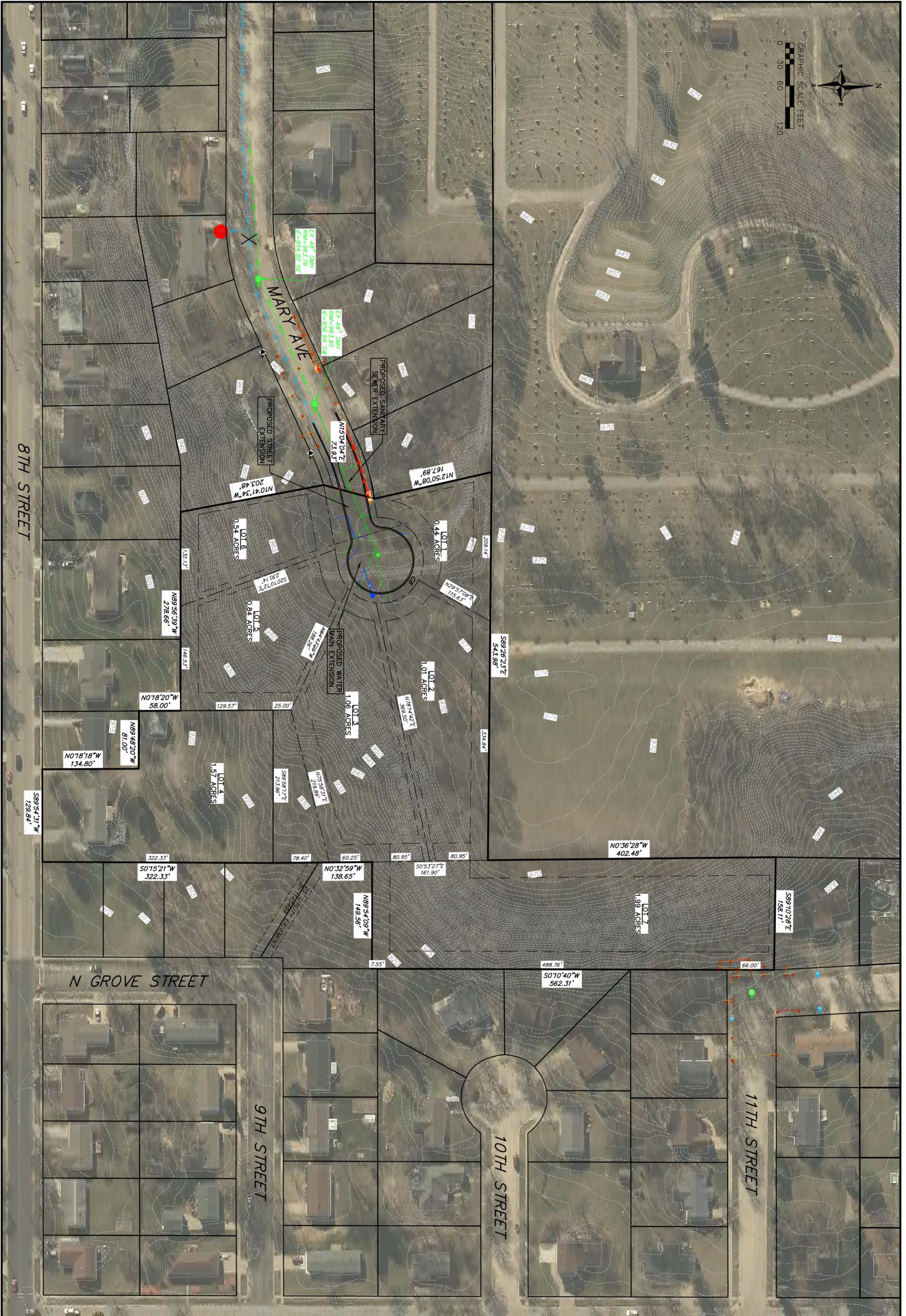
ACTION:

If the Mayor and City Council are ready, the following action may be made:

Motion to approve/deny the preliminary concept plan for Deer Ridge Development.
Motion to approve/deny the Development Agreement for Deer Ridge Development.

ATTACHMENTS

Concept Plan, draft Development Agreement



DATE APRIL 2018	REVISIONS		REVISIONS		DEER RIDGE DEVELOPMENT MARY AVENUE JAKE STANEK REEDSBURG, WISCONSIN	 planners engineers advisors Phone: (800) 261-3898
	NO.	DATE	REMARKS	NO.		
SCALE AS SHOWN						
PROJECT NO. 180129						
SHEET 1 OF 1						

**STANEK
DEVELOPMENT AGREEMENT
FOR CONSTRUCTION OF
PUBLIC INFRASTRUCTURE IMPROVEMENTS**

This Development Agreement is made this _____ day of _____, 2018, by and between the City of Reedsburg, a Wisconsin Municipal corporation, 134 South Locust Street, P.O. Box 490, Reedsburg, Wisconsin 53959, (the "City"), and Jake Stanek (the "Developer").

R E C I T A L S

WHEREAS, the Developer intends to develop the property as a residential subdivision as shown on Exhibit 'A'; and

WHEREAS, the Developer intends to submit a Plat and dedicate all street right-of-way to the City; and

WHEREAS, the Developer shall work with the City to extend Mary Avenue as a cul-de-sac; and

WHEREAS, the Developer intends to design and obtain City approval of the plans and construct the infrastructure improvements within the area as shown on the attached Exhibit A and transfer said improvements to the City; and

WHEREAS, it is the intent of the City and Developer to limit their respective liabilities to their own actions and not the actions of each other; and

WHEREAS, the parties believe it to be in their mutual best interests to enter into a written Development Agreement, which sets forth the terms of their understanding:

NOW, THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, it is hereby agreed as follows:

- A. Performance Obligations of the Developer. The Developer shall:
1. Obtain at its cost professional engineering services from a firm that is acceptable to the City, for the design, construction inspection and engineering oversight ("engineering services") of the construction of the sanitary sewer, water main and storm sewer if necessary to serve the property within the public right-of-ways and easements ("public improvements") within the area as shown on Exhibit A. Plans and specifications for the said public improvements shall be

submitted to and approved by the City Engineer before any construction of the public improvements is commenced.

2. Be responsible for all of the cost of the engineering services and construction of the public improvements stated above in section A (1).
3. Be responsible for grading the new street right-of-way to top of subgrade elevation along with all cost.
4. Allow City personnel access to the construction site for periodic and final inspection and oversight of water main and sanitary sewer testing.
5. Satisfy all obligations to the City required by the Parks and Recreation Committee before any construction of the public improvements is commenced.
6. Provide sidewalks along all streets. Sidewalks may be installed after the parcels are improved but need to be installed before an occupancy permit is issued for the improvement. If after five years from the date of the final plat approval, improvements have not been made on the parcels, the City may require installation of sidewalk for the remaining vacant parcels and cost special assessed and billed to the property owner.
7. The Developer or applicant for a building permit will pay the applicable park impact fee, water impact fee and sewer connection charge along with any other permit fees applicable at the time of the building permit application.
8. Provide a surety bond or letter of credit to the City for a period of one year after completion of construction in the amount of twenty (20%) percent of the estimated cost of the public improvements to guarantee workmanship and materials of construction and to save the City harmless from any cost to repair or replace the improvements. This must be provided to the City before any construction of the public improvements is commenced.
9. Indemnify the City and hold it harmless against all liabilities, claims, and demands including defense costs for personal injury or property damage arising out of or caused by any act or omission of the Developer, its contractors, subcontractors, agents, or employees, or arising in or about the project at any time from the date of this

Agreement until final completion of construction. The Developer shall use proper care in the performance of its work so as not to cause damage to any adjacent property, and the Developer shall indemnify and hold the City harmless from any liabilities, claims, or demands for damage to such adjoining or adjacent property during construction and one year after final completion.

10. Require all contractors engaged in construction of public improvements to indemnify the City and provide insurance coverage's and liability limits that are established by the City. The Developer shall also require contractors engaged in the construction of this development to maintain a current certificate of insurance on file with the City Clerk.
11. Developer will obtain all required permits and pay all associated fees necessary before construction.
12. Provide to the City a final set of as-built plans along with water main and sanitary sewer test results within 60 days after completion of construction.
13. The Developer shall satisfy all obligations to the City required by the Reedsburg Utility Commission before any construction of the public improvements is commenced.

B. Performance Obligations of the City. The City shall:

1. Review and approve construction plans for the public improvements.
2. Perform periodic inspection of the installation of the public improvements during construction and final inspection upon completion of construction and request by the Developer as provided below.
3. Provide oversight of water main and sewer main testing done by the Developer.
4. City will pay for and install gravel base material along with curb, gutter and asphalt.
5. City will topsoil and seed a maximum of 8 feet behind the curb and anything beyond the 8 feet will be the responsibility of the Developer.

C. General Provisions.

1. Not earlier than one year after completion of construction and the submission of the required test results and as-built plans to the City Engineer, the Developer shall request in writing that the public improvements be finally inspected by the City and transferred to the City for its perpetual ownership and maintenance. Said request will include written lien waivers from all persons and entities providing materials or labor for the design, construction and testing of the public improvements. The City Engineer will notify the Developer in writing within 21 days after receipt of the Developer's if the City accepts the public improvements or if there are reasons why it cannot accept the improvements at that time. The Developer shall remedy the reasons for rejection within 60 days and provide the City with written verification that the reasons for rejection have been remedied. Should the Developer fail for whatever reason to apply to the City for acceptance of the public improvements as provided herein, the City may, not sooner than two years after completion of construction of the public improvements, notify the Developer in writing that it is assuming ownership and maintenance of said public improvements and the Developer waives any right to claim ownership after the date of said written notice.
2. The rights and obligations contained in this document are non-assignable without written approval of both parties.
3. This agreement represents the complete agreement of the parties and may be amended only by a writing signed by both parties
4. In the event that any single term of this document is found to be illegal or unenforceable, the remaining terms of the document shall be given full force and effect by the court.
5. The terms and conditions of this Agreement shall be governed by the laws of the State of Wisconsin and that in the event of a dispute; venue shall lie for all parties in Sauk County Circuit Court, Sauk County, Wisconsin.

DEVELOPER

Dated: _____

Jake Stanek

CITY

Dated: _____

David Estes, Mayor
City of Reedsburg

Dated: _____

Jacob Crosetto, City Clerk
City of Reedsburg

DRAFT



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STAFF REPORT

AGENDA ITEM: IV - B

To: Mayor and Common Council
Prepared By: Jacob Crosetto, City Clerk-Treasurer
Through: Stephen P. Compton, City Administrator
Date of Meeting: May 14, 2018
Subject: 2018 25% Budget – 1st Quarter Report (Jan. to Mar. 2018)

BACKGROUND:

The purpose of this report is to provide the City Council with a status of the FY 2018 Operating Budget at the 25% point, including an overview of revenue and expenditures. This report also includes a brief discussion of the City's current year General Fund Reserve, Enterprise and Other Funds.

FY 2018 25% BUDGET STATUS:

The 2018 Budget Performance Report is a report covering a three month period from January 1, 2018 to March 31, 2018. Revenues are tracking lower than budgeted and actual expenses typically occur lower than budgeted as well. The reduction in revenue is as a result of property taxes not being journaled in the first quarter. The money is received, but is allocated in April. Property taxes are approximately 71.66% collected, with the remaining amount to be collected in August from the County. In addition, increased activity in the Planning/Building Department has led to higher revenues for Building Permits, Trade Fees (Electrical and Plumbing) than projected. Staff continues to monitor all of these revenue sources on a regular basis to ensure that projections are valid for the budgeted fiscal year.

General Fund Revenue Table:

General Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
General Fund Revenue					
Taxes	\$ 4,057,256.73	\$ 1,014,314.18	\$ 854,228.37	\$ (160,085.81)	
Intergovernmental Revenues	\$ 1,302,700.00	\$ 325,675.00	\$ 132,561.45	\$ (193,113.55)	
Regulation and Compliance	\$ 457,085.00	\$ 114,271.25	\$ 157,576.08	\$ 43,304.83	
Public Charges for Services	\$ 122,275.00	\$ 30,568.75	\$ 17,949.09	\$ (12,619.66)	
Intergovernmental Charges	\$ 83,950.00	\$ 20,987.50	\$ 19,014.00	\$ (1,973.50)	
Public Improvement Revenues	\$ 5,800.00	\$ 1,450.00	\$ 3,549.00	\$ 2,099.00	
Other General Revenues	\$ 54,750.00	\$ 13,687.50	\$ 36,321.00	\$ 22,633.50	
Commercial Revenues	\$ 49,003.27	\$ 12,250.82	\$ 33,904.49	\$ 21,653.67	
TOTAL GENERAL FUND REVENUE	\$ 6,132,820.00	\$ 1,533,205.00	\$ 1,255,103.48	\$ 4,877,716.52	20.47%

Actual revenue to budgeted revenue is 4.53% percent higher than expected as this point. The decrease in intergovernmental revenue is due to the State and the time in which we receive funds such as shared revenue. We expect to be receiving the remaining state aids in mid-November. ERP funds for 2017, payable in 2018, will be recorded in July, as the City Clerk-Treasurer submitted the forms to DOR to prove qualification in April 2018.



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General Fund Expense Table:

General Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
General Fund Expense					
General Government	\$ 1,001,355.91	\$ 250,338.98	\$ 195,361.59	\$ (54,977.39)	
Public Safety	\$ 3,362,870.71	\$ 840,717.68	\$ 721,680.51	\$ (119,037.17)	
Health and Social Services	\$ 150.00	\$ 37.50	\$ -	\$ (37.50)	
Public Works	\$ 978,115.64	\$ 244,528.91	\$ 287,540.34	\$ 43,011.43	
Leisure Activities	\$ 550,045.51	\$ 137,511.38	\$ 85,035.43	\$ (52,475.95)	
Conservation and Development	\$ 164,330.24	\$ 41,082.56	\$ 33,749.37	\$ (7,333.19)	
Public Service Enterprises	\$ 19,000.00	\$ 4,750.00	\$ -	\$ (4,750.00)	
Miscellaneous/Library Aid	\$ 17,145.00	\$ 4,286.25	\$ 50.00	\$ (4,236.25)	
TOTAL GENERAL FUND EXPENSE	\$ 6,093,013.01	\$ 1,523,253.25	\$ 1,323,417.24	\$ 4,769,595.77	21.72%

Actual expenses to budgeted expenses are running approximately 3.28% under by all general fund departments. Some General Fund expenses peak in the summer months, so it is expected that these expenses will be grow slightly over the next quarter. Additionally, general fund transfers in/out will be recorded in third quarter after review with the audit team, so we expect the rest of the year to be right on track.

Enterprise Fund Revenue and Expense Table:

Enterprise Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
Enterprise Fund Revenue					
20 Waste Water	\$ 3,448,500.00	\$ 862,125.00	\$ 839,091.75	\$ (23,033.25)	
21 Solid Waste	\$ 402,500.00	\$ 100,625.00	\$ 2,430.00	\$ (98,195.00)	
23 Storm Water	\$ 525,000.00	\$ 131,250.00	\$ 131,849.46	\$ 599.46	
41 Taxi Cab	\$ 250,525.00	\$ 62,631.25	\$ 47,518.10	\$ (15,113.15)	*
42 Airport	\$ 155,100.00	\$ 38,775.00	\$ 2,114.49	\$ (36,660.51)	
TOTAL ENTERPRISE FUND REVENUE	\$ 4,781,625.00	\$ 1,195,406.25	\$ 1,023,003.80	172,402.45	21.39%
Enterprise Fund Expense					
20 Waste Water	\$ 3,968,532.70	\$ 992,133.18	\$ 1,641,291.24	\$ 649,158.07	
21 Solid Waste	\$ 406,500.00	\$ 101,625.00	\$ 95,017.03	\$ (6,607.97)	
23 Storm Water	\$ 798,777.62	\$ 199,694.41	\$ 62,906.95	\$ (136,787.46)	
41 Taxi Cab	\$ 225,270.00	\$ 56,317.50	\$ 60,675.78	\$ 4,358.28	*
42 Airport	\$ 132,629.69	\$ 33,157.42	\$ 39,126.80	\$ 5,969.38	
TOTAL ENTERPRISE FUND EXPENSE	\$ 5,531,710.01	\$ 1,382,927.50	\$ 1,899,017.80	(516,090.30)	34.33%

Actual Sewer Revenue to budgeted revenue is 3.61% lower than budgeted. The decrease is attributed to the CWF loan received in April, so we will see these figures in the second quarter report. Actual expenses to budgeted expenses are higher than the budget period, by 9.33%. The reason for them being above what is expected at this time is as a result of revenue bond principal payments, which are due in the first quarter. The airport is below on revenue since the tax levy is journaled in April and the bulk of the fuel sales occur in the summer.



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Special Funds Revenue and Expense Table:

Special Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
Special Funds Revenue					
11 Community Development Authority	\$ 7,600.00	\$ 1,900.00	\$ 2,636.30	736.30	
12 Industrial/Commerical Development	\$ 10,000.00	\$ 2,500.00	\$ -	(2,500.00)	
30 Debt Service	\$ 2,176,471.62	\$ 544,117.91	\$ 908,747.47	364,629.57	
56 Library Fund (Operations)	\$ 737,740.94	\$ 184,435.24	\$ 267,970.11	83,534.88	
90 Room Tax Commission	\$ 80,250.00	\$ 20,062.50	\$ 21,998.69	1,936.19	
94 Nishan Park Ballfield & Concession Impro.	\$ 1,500.00	\$ 375.00	\$ -	(375.00)	
96 Rescue Funds (Fire)	\$ 50,000.00	\$ 12,500.00	\$ -	(12,500.00)	
TOTAL SPECIAL FUND REVENUE	\$ 3,063,562.56	\$ 765,890.64	\$ 1,201,352.57	(435,461.93)	39.21%
Special Funds Expense					
11 Community Development Authority	\$ 16,100.00	\$ 4,025.00	\$ 2,565.75	(1,459.25)	
12 Industrial/Commerical Development	\$ 8,300.00	\$ 2,075.00	\$ -	(2,075.00)	
30 Debt Service	\$ 2,176,471.62	\$ 544,117.91	\$ 1,528,949.56	984,831.66	
56 Library Fund (Operations)	\$ 734,414.98	\$ 183,603.75	\$ 198,416.82	14,813.08	
90 Room Tax Commission	\$ 80,250.00	\$ 20,062.50	\$ 19,306.14	(756.36)	
94 Nishan Park Ballfield & Concession Impro.	\$ 800.00	\$ 200.00	\$ -	(200.00)	
96 Rescue Funds (Fire)	\$ 50,000.00	\$ 12,500.00	\$ -	(43,239.73)	
TOTAL SPECIAL FUND EXPENSE	\$ 56,938,046.87	\$ 18,979,348.94	\$ 15,911,796.15	3,067,552.79	27.95%

Within special funds, the Debt Service fund is on track for the year despite looking higher than the 25% number. This is only because of when we pay debt and as such, the summer has fewer payments. This will be evident in the next quarter report. Additionally, we receive funds from the Utility Commission on a quarterly basis, which doesn't always line up perfectly when bond payments are due. So throughout the year, the debt service fund corrects itself. You will also note that Room Tax is right on track for the year, but we hope that this increases now that the winter is over. Over the last two years, the third quarter saw a large increase in Room Tax, so we expect the same results for 2018.

Trust Funds Revenue and Expense Table:

Trust Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
Trust Funds Revenue					
49 Popple Trail Fiduciary Fund	\$ 1,000.00	\$ 250.00	\$ -	(250.00)	
91 Webb Fund	\$ 47,634.58	\$ 11,908.65	\$ 27,538.61	15,629.97	
92 Mannigal Fund	\$ 75.00	\$ 18.75	\$ -	(18.75)	
TOTAL TRUST FUND REVENUE	\$ 48,709.58	\$ 12,177.40	\$ 27,538.61	(15,361.22)	56.54%
Trust Funds Expense					
49 Popple Trail Fiduciary Fund	\$ 1,000.00	\$ 250.00	\$ -	(250.00)	
91 Webb Fund	\$ 45,000.00	\$ 11,250.00	\$ 4,500.00	(6,750.00)	
92 Mannigal Fund	\$ 75.00	\$ 18.75	\$ -	(18.75)	
TOTAL TRUST FUND EXPENSE	\$ 46,075.00	\$ 11,518.75	\$ 4,500.00	7,018.75	9.77%

The Webb Fund is performing well in 2018, despite the market, and we expect to come in roughly 15% above revenue by the end of the year. On the expense side, the Webb Fund is substantially under budgeted expenses. The City Clerk-Treasurer released 2 press releases and placed an advertisement on the City website to increase applications. The Mannigal Fund documents are being reviewed in 2018 to potentially close the account into Parks and Recreation, which was the intention of the fund to begin with.



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TIF, Capital Equipment and Improvement Projects Fund Revenue and Expense Table:

Capital Projects	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
Capital Projects Revenue					
63 Tax Increment District 63	\$ 91,930.15	\$ 22,982.54	\$ -	\$ (22,982.54)	
64 Tax Increment District 64	\$ 334,855.65	\$ 83,713.91	\$ -	\$ (83,713.91)	
65 Tax Increment District 65	\$ 74,659.21	\$ 18,664.80	\$ -	\$ (18,664.80)	
66 Tax Increment District 66	\$ 172,962.93	\$ 43,240.73	\$ 1.00	\$ (43,239.73)	
67 Tax Increment District 67	\$ 47,031.53	\$ 11,757.88	\$ -	\$ (11,757.88)	
68 Tax Increment District 68	\$ 86,822.43	\$ 21,705.61	\$ 27,332.17	\$ 5,626.56	
69 Tax Increment District 69	\$ 80,000.00	\$ 20,000.00	\$ 1,335,000.00	\$ 1,315,000.00	
70 Capital Equipment	\$ 617,900.00	\$ 154,475.00	\$ -	\$ (154,475.00)	
75 Capital Improvement Programs	\$ 1,789,600.00	\$ 447,400.00	\$ 22,744.40	\$ (424,655.60)	
TOTAL CAPITAL PROJECTS REVENUE	\$ 5,673,535.09	\$ 1,891,178.36	\$ 1,385,077.57	\$ 4,288,457.52	24.41%
Capital Projects Expense					
63 Tax Increment District 63	\$ 36,760.00	\$ 9,190.00	\$ 150.00	\$ (9,040.00)	
64 Tax Increment District 64	\$ 367,870.00	\$ 91,967.50	\$ 150.00	\$ (91,817.50)	
65 Tax Increment District 65	\$ 44,730.00	\$ 11,182.50	\$ 150.00	\$ (11,032.50)	
66 Tax Increment District 66	\$ 136,213.33	\$ 34,053.33	\$ 150.00	\$ (33,903.33)	
67 Tax Increment District 67	\$ 15,912.00	\$ 3,978.00	\$ 150.00	\$ (3,828.00)	
68 Tax Increment District 68	\$ 88,580.00	\$ 22,145.00	\$ 1,620.83	\$ (20,524.17)	
69 Tax Increment District 69	\$ 1,332,478.33	\$ 333,119.58	\$ 944,713.33	\$ 611,593.75	
70 Capital Equipment	\$ 586,100.00	\$ 146,525.00	\$ 566,100.00	\$ 419,575.00	
75 Capital Improvement Programs	\$ 4,674,179.00	\$ 1,168,544.75	\$ 698,538.00	\$ (470,006.75)	
TOTAL CAPITAL PROJECTS EXPENSE	\$ 7,282,822.66	\$ 1,820,705.67	\$ 2,211,722.16	\$ 5,071,100.50	30.37%

The above table includes all of the Capital Improvement Funds in one location. For all funds in this section 24.41% of revenue has been collected and 30.37% expensed. As noted above, transfers have not been made yet and property taxes are journaled in April, so we expect these funds to smooth out over the next two quarters. Additionally, the Joint Board will meet in September, along with the City Treasurer and Ehlers to go over cash flow projections, future developments, and to fulfill the annual meeting requirement for TIF 9, created in 2016.

Internal Service Fund Table:

Internal Service Fund	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
80 Internal Service Fund	\$ 2,377,773.19	\$ 594,443.30	\$ -	\$ (594,443.30)	
TOTAL INTERNAL SERVICE FUND REVENUE	\$ 2,377,773.19	\$ 594,443.30	\$ -	\$ (594,443.30)	0.00%
Internal Service Fund	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
80 Internal Service Fund	\$ 2,388,440.62	\$ 597,110.16	\$ 224,462.75	\$ (372,647.41)	
TOTAL INTERNAL SERVICE FUND EXPENSE	\$ 2,388,440.62	\$ 597,110.16	\$ 224,462.75	\$ (372,647.41)	9.40%

This is the first time we are seeing the Internal Service Fund (ISF) within this report. The ISF has not received transfers in yet, as the auditors are reviewing the best way to do this. Additionally, expenses for items will most likely come in later in the year. More detail will follow in the next quarter.



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Non-Major Funds Revenue and Expense Table:

Non-Major Funds	2018 Budget Approved	2018 25% Budget	2018 25% Actual	2018 25% Budget Minus Actual	Variance YTD
Non-Major Funds Revenue					
25 Sidewalk Repair/ADA Barrier	\$ 6,250.00	\$ 1,562.50	\$ -	\$ (1,562.50)	
40 CDBG	\$ 20,700.00	\$ 5,175.00	\$ -	\$ (5,175.00)	
43 Subdividers Fund (Impact Fees)	\$ 35,000.00	\$ 8,750.00	\$ 834.83	\$ (7,915.17)	
45 Drug Education	\$ 4,500.00	\$ 1,125.00	\$ 410.00	\$ (715.00)	
48 Community Recreation Programs	\$ 5,000.00	\$ 1,250.00	\$ 1,100.00	\$ (150.00)	
50 Historical Preservation	\$ 2,000.00	\$ 500.00	\$ -	\$ (500.00)	
52 Fireworks Fund	\$ 22,500.00	\$ 5,625.00	\$ 6,808.16	\$ 1,183.16	
TOTAL NON-MAJOR FUND REVENUE	\$ 95,950.00	\$ 23,987.50	\$ 9,152.99	14,834.51	9.54%
Non-Major Funds Expense					
25 Sidewalk Repair/ADA Barrier	\$ 8,000.00	\$ 2,000.00	\$ -	\$ (2,000.00)	
40 CDBG	\$ 20,000.00	\$ 5,000.00	\$ -	\$ (5,000.00)	
43 Subdividers Fund (Impact Fees)	\$ 25,000.00	\$ 6,250.00	\$ -	\$ (6,250.00)	
45 Drug Education	\$ 3,500.00	\$ 875.00	\$ 609.29	\$ (265.71)	
48 Community Recreation Programs	\$ 10,000.00	\$ 2,500.00	\$ -	\$ (2,500.00)	
50 Historical Preservation	\$ 1,500.00	\$ 375.00	\$ 50.20	\$ (324.80)	
52 Fireworks Fund	\$ 22,000.00	\$ 5,500.00	\$ -	\$ (5,500.00)	
TOTAL NON-MAJOR FUND EXPENSE	\$ 90,000.00	\$ 22,500.00	\$ 659.49	21,840.51	0.73%

Within the Non-Major Funds, we show a trend of 15.46% below revenue and 24.27% below expenses. Much of this is as a result of the summer not being here yet. Many of these items are very summer-based and will see expenses in the next quarter.

ANALYSIS:

The City’s outlook at 25% of the year is encouraging due to planned expenditure reductions and increased revenues. The City Clerk-Treasurer has begun working with American Deposit Management and funds are being moved as early as next week into our new accounts. We expect that, with the market, we will have strong returns over the next 18 months.

Future Areas – Under Review:

Municipal Court Accounting: A study of the Municipal Court accounting which are currently in the General Fund will be presented in the summer for discussion and a decision to create a Special Revenue Fund. This create a standalone accounting fund for the purposes of the Municipal Court

CDBG Accounting: With the change in the Community Development Block Grant Committee by placing responsibilities under the Community Development Authority. The CDBG funds are located in a separate “Company” and not included in the general accounts for reporting. This is being studied to bring these funds into the current CDBG - Operating Fund 40. Presently this account is used for CDBG Administration costs management. The CDA requested information at the last meeting about the 95 active loans and this information is being gathered.

Investment Policy: Currently the policy is being reviewed for update in 2018.

STAFF RECOMMENDATION:

Staff is recommending that the Council receive and file this report.

ATTACHMENTS: None.