

COMMON COUNCIL AGENDA
February 14, 2022
REEDSBURG CITY HALL COUNCIL CHAMBERS
6:00 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

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 APPROVES ALL ITEMS):

1. Approve minutes for the meeting held on January 24, 2022
2. Approve/Deny: January 2022 paid bills.
3. Approve/Deny: Alcohol Beverage License Renewal - Agent Change - Kwik Trip #839, 101 S. Albert Avenue.
4. Approve/Deny: Updated Supplemental Election Inspector List
5. Receive: Monthly Building Permit Report - January 2022.
6. Receive: Reedsburg Area Medical Center - Community Health Needs Assessment - 2021.

II. MAYOR PROCLAMATIONS & PRESENTATIONS:

1. Administer Oath of Office: Police Officer Kelsey Meston

III. GENERAL BUSINESS:

1. Approve/Deny: Public Hearing & Resolution 4464-22 CDBG - PFED Grant Application Matching Funds Commitment for Infrastructure to the proposed Holiday Inn Express and Intersection Improvements for Golf Course Road and E. Main Street.
2. Approve/Deny: Public Hearing & Resolution 4465-22 Authorizing staff to submit a CDBG - PFED Application for Infrastructure to the proposed Holiday Inn Express and Intersection Improvements for Golf Course Road and E. Main Street.
3. Approve/Deny: Resolution 4467-22 Authorizing the City Administrator to file applications for financial assistance from the USDA - Rural Development and Clean Water Fund.



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.

4. Approve/Deny: Public bid for construction of the Splash Pad project at Webb Park, 555 N. Webb Avenue.
5. Approve/Deny: First reading and set a Public Hearing for March 14, 2022 for Ordinance 1934-22 Amending Chapter 37 to create a Joint Municipal Court with the Township of LaValle and the Village of Loganville.

IV. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

1. Plan Commission: First reading and set a Public Hearing for March 14, 2022 for Ordinance 1935-22 - Zoning Change for parcel #276-2244-57000, generally located in the 3000 block of E. Main Street, from Agriculture to B2 Business, for placement of the proposed Holiday Inn Express.
2. Plan Commission: Approve/Deny: First reading and set a Public Hearing for March 14, 2022 for Ordinance 1936-22 - Zoning Change from I-4 Business Center to Government, for the properties generally located in the southeast portion of the existing Business Park between S. Golf Course Road and S. Wengel Drive, for placement of the Public Works Shop and proposed WWTP.
3. Plan Commission: Approve/Deny: Amended Planned Development Group permit to convert the former South School into multi-family housing at 420 Plum Street.
4. Personnel Committee: Approve/Deny: Revisions to the Personnel Manual regarding vacation, training and personal days.

V. CITY ADMINISTRATOR REPORTS:

1. Affordable Housing - Community Health Needs Assessment.

VI. COMMISSION, COMMITTEE, BOARD AND STAFF REPORTS:

1. 1st Meeting Committees: Historic Preservation, Room Tax, Reedsburg Area Development, Airport Commission, Personnel Committee, Plan Commission, Library Board (any other committees or commissions with report).

VII. OFFICE OF THE MAYOR:

VIII. ADJOURN:



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City of Reedsburg Meeting of the Common Council
January 24, 2022

Present: Mayor Dave Estes, Alderpersons Darrin Frye, Craig Braunschweig, Jason Schulte, Mike Gargano (via Zoom), Phil Peterson, Dave Knudsen, Tom Seamonson, and Adam Kaney.
Absent: Alderperson Missy Frenz
Others Present: City Administrator Tim Becker, City Clerk-Treasurer/Finance Director Jacob Crosetto, Police Chief Pat Cummings, City Attorney Derek Horkan, Public Works Director Steve Zibell, Parks and Recreation Director Matt Scott, Building Inspector/Zoning Administrator Brian Duvalle, Citizens, Press.

Mayor Dave Estes called the regular session of the Common Council to order at 6:00 p.m. in the Common Council Chambers.

Approve Consent Agenda: consisting of the minutes from the Common Council meetings held on January 10, 2022; Application for Temporary Class B/Class B Retailer's License for Reedsburg Young Professionals for the Winter Co-Ed Softball Tournament on February 5 - 6, 2022 at Nishan Park, 1700 Eighth Street; appointment of David Moon to Community Development Authority; receiving the Reedsburg Police Department 2021 Annual Report; and receiving the Planning & Zoning 2021 Annual Report.

Motion: Schulte, Second: Braunschweig to approve the consent agenda. Motion 7-0-1 with Kaney abstaining.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, AND COMMISSIONS

- A. RICDC: Approve/Deny: Memorandum of Understanding with the Reedsburg Hotel Group, LLC for construction of a Holiday Inn Express in the 3000 block of E. Main Street in the expanded Business Park.
 - a. **Motion: Peterson, Second: Knudsen to approve the MOU with Reedsburg Hotel Group, LLC as presented. Motion carried 8-0.**
- B. Reedsburg Area Ambulance Commission: Resolution 4463-22 Authorizing the Mayor and Clerk to sign the REVISED 2021 Inter-Municipal Agreement of the Reedsburg Area Ambulance Service Emergency Medical Service Commission.
 - a. **Motion: Kaney, Second: Braunschweig to approve Resolution 4463-22 as presented. Motion carried 8-0.**

Motion: Seamonson, Second: Kaney to enter Closed Session per section 19.85(1)(e) of the Wisconsin statutes for a discussion related to an expansion and/or creation of a tax incremental district to support new and/or renovation construction that would require tax increment support.
Motion carried 8-0. Time: 6:29 p.m.

Motion: Knudsen, Second: Braunschweig to exit Closed Session.
Motion carried 8-0. Time: 7:16 p.m.

Motion: Kaney, Second: Schulte to adjourn.

Motion carried 8-0. Meeting adjourned at 7:16 p.m.

Respectfully submitted,
Jacob Crosetto
City Clerk-Treasurer/Finance Director

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 - JANUARY 2022	01/05/2022	352.24	352.24	01/13/2022
Total 10-131630 A/R UTILITY (VISION PREMIUMS):					352.24	352.24	
10-131650 A/R UTILITY (DENTAL PREMIUMS)							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS	01/05/2022	3,119.04	3,119.04	01/13/2022
Total 10-131650 A/R UTILITY (DENTAL PREMIUMS):					3,119.04	3,119.04	
10-131660 A/R UTILITY (METLIFE PREMIUMS)							
130652	METLIFE SBC	KM05735175-0	LIFE INS - FEBRUARY	01/16/2022	27.96-	27.96-	01/27/2022
Total 10-131660 A/R UTILITY (METLIFE PREMIUMS):					27.96-	27.96-	
10-212910 SUNDRY ACCOUNTS PAYABLE							
262470	BRIAN J & KAREN A ZIEBELL	ZIEBELL01172	2021 TAX REFUND PARCEL#2377-11900	01/17/2022	258.22	258.22	01/27/2022
263964	BRYCE D HALL & ELLEN C TWA	HALL123121	2021 TAX REFUND PARCEL#1450-30300	12/31/2021	243.04	243.04	01/13/2022
262700	CALVIN M SIEMANDEL	SIEMANDEL01	2021 TAX REFUND PARCEL#2437	01/05/2022	162.50	162.50	01/13/2022
263971	CATHERINE M SCHMIDT	SCHMIDT0107	2021 TAX REFUND PARCEL#0327	01/07/2022	114.76	114.76	01/13/2022
263966	CHASITY PRUCHA	PRUCHA01042	2021 TAX REFUND PARCEL#1450-31600	01/04/2022	328.55	328.55	01/13/2022
263965	DARCEY RAE COGGON	COGGON1231	2021 TAX REFUND PARCEL#0332	12/31/2021	131.73	131.73	01/13/2022
263973	HEATHER SCOTT	HS011022	REFUND OVERPAYMENT ON DOG PARK STICKER FOR 2022	01/10/2022	5.00	5.00	01/13/2022
263975	JASON B SOLBERG & ABIGAIL L	SOLBERG0113	2021 TAX REFUND PARCEL#0816	01/13/2022	184.09	184.09	01/27/2022
262467	JEFFREY T & TONI L BENESH	BENESH01052	2021 TAX REFUND PARCEL#1893-2	01/05/2022	174.03	174.03	01/13/2022
263967	JESSE M & CYNTHIA M GILDIN	GILDING01042	2021 TAX REFUND PARCEL#2465	01/04/2022	187.56	187.56	01/13/2022
261680	KELLY MACHOVEC	MACHOVEC01	2021 TAX REFUND PARCEL#1977	01/10/2022	162.35	162.35	01/13/2022
263968	LEANNE P KETTERHAGEN	KETTERHAGE	2021 TAX REFUND PARCEL#1920	01/06/2022	120.03	120.03	01/13/2022
263963	LINDA M LEWIS	LEWIS122921	2021 TAX REFUND PARCEL#1273	12/29/2021	193.26	193.26	01/13/2022
263720	MARY BETH WEGNER	WEGNER0121	2021 TAX REFUND PARCEL#1562	01/21/2022	104.67	104.67	01/27/2022
262456	MATTHEW M SPECK	SPECK123021	2021 TAX REFUND PARCEL#1432	12/30/2021	156.46	156.46	01/13/2022
263972	MICHAEL F & KATHRYN M PRA	PRANGE01102	2021 TAX REFUND PARCEL#2579-15000	01/10/2022	252.86	252.86	01/13/2022
263962	PHILIP & KRISTEN TIETZ	TIETZ122821	2021 TAX REFUND PARCEL#0228	12/28/2021	150.50	150.50	01/13/2022
263680	ROBERT W & NATALIE M FULLM	FULLMER1229	2021 TAX REFUND PARCEL#1087	12/29/2021	135.65	135.65	01/13/2022
262199	ROY BRAGG	BRAGG012022	2021 TAX REFUND PARCEL#1201	01/20/2022	251.82	251.82	01/27/2022
262446	SAMUEL R KLINE	KLINE122821	2021 TAX REFUND PARCEL#1268	12/28/2021	134.31	134.31	01/13/2022
262468	SHAWN & BROOKE DORN	DORN011022	2021 TAX REFUND PARCEL#0783	01/10/2022	139.09	139.09	01/13/2022
262454	THOMAS G GARDNER	GARDNER010	2021 TAX REFUND PARCEL#2217-404	01/04/2022	207.57	207.57	01/13/2022
262910	TIMOTHY DAILY	DAILY010422	2021 TAX REFUND PARCEL#0809	01/04/2022	140.43	140.43	01/13/2022
Total 10-212910 SUNDRY ACCOUNTS PAYABLE:					3,938.48	3,938.48	
10-213610 UNION DUES DEDUCTIONS							
231168	WPPA	WPPA-0122	POLICE OFFICERS UNION DUES	01/01/2022	552.50	552.50	01/13/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-213610 UNION DUES DEDUCTIONS:					552.50	552.50	
10-213810 DEFERRED COMPENSATION							
263283	NORTH SHORE BANK FSB	DEFERREDCO	DEFERRED COMP	01/05/2022	50.00	50.00	01/27/2022
263283	NORTH SHORE BANK FSB	DEFERREDCO	DEFERRED COMP	01/19/2022	50.00	50.00	01/27/2022
Total 10-213810 DEFERRED COMPENSATION:					100.00	100.00	
10-213910 FLEX PLAN CONTRIBUTIONS							
50315	EMPLOYEE BENEFITS	R106-012022	EBC FLEX BILLING KAST ERROR FOR 2022	01/20/2022	219.96	219.96	01/27/2022
Total 10-213910 FLEX PLAN CONTRIBUTIONS:					219.96	219.96	
10-213915 VISION PREMIUMS							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	VISION PREMIUMS - JANUARY 2022	01/05/2022	440.56	440.56	01/13/2022
Total 10-213915 VISION PREMIUMS:					440.56	440.56	
10-213925 DENTAL PREMIUMS							
262196	AMERITAS LIFE INSURANCE C	010-40272-000	DENTAL PREMIUMS - JANUARY 2022	01/05/2022	3,733.12	3,733.12	01/13/2022
Total 10-213925 DENTAL PREMIUMS:					3,733.12	3,733.12	
10-213935 METLIFE PREMIUMS							
130652	METLIFE SBC	KM05735175-0	LIFE INS - FEBRUARY	01/16/2022	287.25	287.25	01/27/2022
Total 10-213935 METLIFE PREMIUMS:					287.25	287.25	
10-213955 SECURIAN ACC. PREMIUMS							
130675	SECURIAN FINANCIAL GROUP I	002832L-0222	LIFE INS	01/05/2022	1,755.52	1,755.52	01/13/2022
130675	SECURIAN FINANCIAL GROUP I	76038-0122	GROUP LIFE PLAN - JANUARY	01/11/2022	52.16	52.16	01/27/2022
Total 10-213955 SECURIAN ACC. PREMIUMS:					1,807.68	1,807.68	
10-213965 LIBERTY NATIONAL PREMIUMS							
263911	GLOBAL LIFE LIBERTY NATION	28826-1221	LIBERTY NATIONAL PREMIUMS	01/05/2022	2,537.02	2,537.02	01/13/2022
Total 10-213965 LIBERTY NATIONAL PREMIUMS:					2,537.02	2,537.02	
10-216110 COUNTY & STATE TAXES							
190940	SAUK COUNTY TREASURER	JAN2022SETT	JANUARY SETTLEMENT	01/10/2022	840,262.74	840,262.74	01/13/2022
Total 10-216110 COUNTY & STATE TAXES:					840,262.74	840,262.74	
10-217110 SCHOOL DISTRICT TAXES							
190962	SCHOOL DIST OF REEDSBURG	JAN2022SETT	JANUARY SETTLEMENT	01/10/2022	1,735,839.07	1,735,839.07	01/13/2022
Total 10-217110 SCHOOL DISTRICT TAXES:					1,735,839.07	1,735,839.07	
10-217210 VOC, TECH, ADULT EDUCATION TAX							
130590	MADISON COLLEGE	JAN2022SETT	JANUARY SETTLEMENT	01/10/2022	183,501.81	183,501.81	01/13/2022
Total 10-217210 VOC, TECH, ADULT EDUCATION TAX:					183,501.81	183,501.81	

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-217620 MOBILE HOME TAXES-SCHOOL							
190962	SCHOOL DIST OF REEDSBURG	MHT#1221	MOBILE HOME TAX - DECEMBER 2021	01/19/2022	6,071.11	6,071.11	01/27/2022
Total 10-217620 MOBILE HOME TAXES-SCHOOL:					6,071.11	6,071.11	
10-511100-03 COUNCIL - OPERATING							
221075	VIKING VILLAGE INC	152300-1221	BAKERY & SODA- COUNCIL MEETING 12/13/21	12/31/2021	33.25	33.25	01/13/2022
Total 10-511100-03 COUNCIL - OPERATING:					33.25	33.25	
10-513500-03 ADMINISTRATOR - OPERATING							
262630	BMO HARRIS BANK CREDIT CA	5848-1221	OFFICE SUPPLIES	12/28/2021	45.63	45.63	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	5848-1221	OFFICE EQUIPMENT	12/28/2021	13.15	13.15	01/19/2022
Total 10-513500-03 ADMINISTRATOR - OPERATING:					58.78	58.78	
10-514110-03 LEGISLATIVE SUPPORT-OPERATING							
263780	DAVID RUHLAND	2059	VIDEO SERVICES 10/11, 10/25, 11/8, 11/22 & 12/13, 2021	12/30/2021	500.00	500.00	01/13/2022
140729	NEWS PUBLISHING INC	59571	ADS/LEGALS/NOTICES	01/03/2022	451.73	451.73	01/13/2022
Total 10-514110-03 LEGISLATIVE SUPPORT-OPERATING:					951.73	951.73	
10-514240-03 TRAINING							
262952	EHLERS 2022 WI PUBLIC FINAN	BECKER01102	BECKER 2022 WI PUBLIC FINANCE SEMINAR	01/10/2022	180.00	180.00	01/13/2022
261255	WMCA	STRUTZ2022	WMCA MEMBERSHIP STRUTZ	01/05/2022	65.00	65.00	01/13/2022
261255	WMCA	YOUNG2022	WMCA MEMEBERSHIP RENEWAL - YOUNG	01/05/2022	65.00	65.00	01/13/2022
Total 10-514240-03 TRAINING:					310.00	310.00	
10-514250-03 TECHNOLOGY							
261322	CIVIC SYSTEMS LLC	CVC21480	SEMI ANNUAL SUPPORT FEES	12/17/2021	6,642.00	6,642.00	01/13/2022
263340	CIVICPLUS INC	218327	CIVIC CLERK ANNUAL RENEWAL	01/01/2022	3,969.00	3,969.00	01/13/2022
20094	CONCENTRIC INTEGRATION	0230972	CONCENTRIC INTEGRATION EXPENSES ADDITIONAL RAM - PD	01/21/2022	66.61	66.61	01/27/2022
20094	CONCENTRIC INTEGRATION	0230973	2021 TIME & MATERIAL SERVICES -CITY HALL	01/21/2022	2,680.21	2,680.21	01/27/2022
262628	RHYME BUSINESS PRODUCTS	30720411	COPIERS	12/22/2021	172.00	172.00	01/13/2022
262628	RHYME BUSINESS PRODUCTS	30758202	COPIERS	12/28/2021	790.91	790.91	01/13/2022
180929	RUEKERT & MIELKE INC	139426	PROFESSIONAL SERVICES	01/01/2022	9,445.00	9,445.00	01/13/2022
211058	US CELLULAR	0484369903	2022 GIS ANNUAL SERVICES CELL PHONES	01/08/2022	258.30	258.30	01/27/2022
Total 10-514250-03 TECHNOLOGY:					24,024.03	24,024.03	
10-514260-03 POSTAGE							
160760	PITNEY BOWES INC	3315084699	CITY HALL POSTAGE MACHINE	01/18/2022	398.82	398.82	01/27/2022
Total 10-514260-03 POSTAGE:					398.82	398.82	
10-515110-03 GENERAL MANAGEMENT - OPERATING							
263976	AUTO-OWNERS INSURANCE	WC-00502968	WORKERS COMP FOR CEMETERY	01/05/2022	2,485.80	2,485.80	01/18/2022
262630	BMO HARRIS BANK CREDIT CA	5848-1221	OFFICE SUPPLIES	12/28/2021	1,300.14	1,300.14	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	5848-1221	PRINTER	12/28/2021	249.99	249.99	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	9757-1221	ANNUAL REWARDS EARNED	12/28/2021	525.13-	525.13-	01/19/2022
110551	KRUEGER OFFICE SUPPLIES	90332	CALCULATOR RIBBON - CITY				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
110551	KRUEGER OFFICE SUPPLIES	90517	HALL	12/27/2021	13.98	13.98	01/13/2022
			X STAMPERS RED INK - CITY HALL	01/25/2022	232.59	232.59	01/27/2022
110552	KRUEGER PRINTING INC	25890	UPDATED BUSINESS CARDS FOR CITY HALL	12/28/2021	880.00	880.00	01/13/2022
263149	PIZZA RANCH #6925	PR011122	PIZZA AND TIP FOR FIRE DEPT PARTY	01/11/2022	185.81	185.81	01/27/2022
190940	SAUK COUNTY TREASURER	276-2021	2021 MAILCOM CHARGES FOR SENDING OUT TAX BILLS	12/27/2021	2,244.60	2,244.60	01/04/2022
262477	TOWN OF REEDSBURG TREAS	BILL#492412	2021 TAXES FOR PARCEL#030-0400-10000	01/19/2022	1,489.75	1,489.75	01/27/2022
262477	TOWN OF REEDSBURG TREAS	BILL#492413	2021 TAXES FOR PARCEL 030-0400-20000	01/19/2022	59.44	59.44	01/27/2022
262477	TOWN OF REEDSBURG TREAS	BILL#492435	2021 TAXES FOR PARCEL#030 0400-30000 - VARNES PROPERTY	01/19/2022	6.42	6.42	01/27/2022
Total 10-515110-03 GENERAL MANAGEMENT - OPERATING:					8,623.39	8,623.39	
10-515200-03 ASSESSMENT OF PROPERTY							
10046	ASSOCIATED APPRAISAL INC.	160183	ASSESSOR SERVICES	01/01/2022	3,804.24	3,804.24	01/13/2022
Total 10-515200-03 ASSESSMENT OF PROPERTY:					3,804.24	3,804.24	
10-515510-03 PAYROLL ACCOUNTING - OPERATING							
262630	BMO HARRIS BANK CREDIT CA	5848-1221	UATTEND	12/28/2021	91.00	91.00	01/19/2022
Total 10-515510-03 PAYROLL ACCOUNTING - OPERATING:					91.00	91.00	
10-515940-03 FLEX PLAN ADMINISTRATION							
50315	EMPLOYEE BENEFITS	3503018	BENNY FEE & ADMIN FEE	01/15/2022	155.25	155.25	01/27/2022
Total 10-515940-03 FLEX PLAN ADMINISTRATION:					155.25	155.25	
10-516110-03 COUNSEL							
120585	LAROWE GERLACH LLP	5200.00-1973	GENERAL BUSINESS - SERVICES	12/31/2021	2,015.00	2,015.00	01/27/2022
120585	LAROWE GERLACH LLP	5200.00-1973	GENERAL BUSINESS - MATERIALS	12/31/2021	.98	.98	01/27/2022
120585	LAROWE GERLACH LLP	5200.00-1973	GOWEY ABSTRACT & TITLE LETTER	12/31/2021	100.00	100.00	01/27/2022
Total 10-516110-03 COUNSEL:					2,115.98	2,115.98	
10-517100-03 MAINT OF BUILDINGS - OPERATING							
10024	ALLIANT ENERGY/WP&L	5379440000-0	GAS- PD	01/18/2022	881.50	881.50	01/27/2022
261269	LENNY'S HEATING & AIR CONDI	LH011822	CONTACTOR - FIRE	01/18/2022	250.00	250.00	01/27/2022
261269	LENNY'S HEATING & AIR CONDI	LH011822	LABOR - FIRE	01/18/2022	157.50	157.50	01/27/2022
262419	MUCHOW & SOUTH CENTRAL	I6310	SALLY PORT MAU TRIPPED, LABOR , PARTS - PD	01/05/2022	125.00	125.00	01/13/2022
190957	SCHILLING PAPER COMPANY	856236-00	PAPER TOWELS, DISINFECTING WIPES	01/13/2022	410.06	410.06	01/27/2022
190980	SERVICE ELECTRIC	21911	INSTALL HEAT TAPE ON NORTH SIDE OD LIBRARY, MATERIALS	12/30/2021	3,909.71	3,909.71	01/13/2022
191030	SUPERIOR CHEMICAL CORP	323051	CLEANER	01/06/2022	164.65	164.65	01/13/2022
191030	SUPERIOR CHEMICAL CORP	324180	ODOR NEUTRALIZER	01/21/2022	125.25	125.25	01/27/2022
Total 10-517100-03 MAINT OF BUILDINGS - OPERATING:					6,023.67	6,023.67	
10-517110-03 HALL-UTILITIES							
10024	ALLIANT ENERGY/WP&L	1266040000-1	GAS - SOUTH SCHOOL	12/29/2021	791.71	791.71	01/13/2022
10024	ALLIANT ENERGY/WP&L	6030200000-0	GAS- CITY HALL	01/18/2022	656.08	656.08	01/27/2022
10024	ALLIANT ENERGY/WP&L	7755430000-0	GAS- 327 VINE	01/18/2022	278.62	278.62	01/27/2022
10024	ALLIANT ENERGY/WP&L	8543840000-0	GAS- FIRE	01/18/2022	1,442.48	1,442.48	01/27/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
180906	REEDSBURG UTILITY	23095-0122	TELEPHONE- INTERNET - CITY HALL	01/20/2022	673.76	673.76	01/27/2022
180906	REEDSBURG UTILITY	78-0122	TELEPHONE- INTERNET - FIRE	01/20/2022	214.02	214.02	01/27/2022
Total 10-517110-03 HALL-UTILITIES:					4,056.67	4,056.67	
10-519400-03 PROPERTY & LIABILITY INSURANCE							
262165	CITIES & VILLAGES MUTUAL IN	CL-22-2040	2022 LIABILITY COVERAGE PREMIUM	01/01/2022	29,028.00	29,028.00	01/13/2022
262646	MUNICIPAL PROPERTY INSURA	MPIC010422	INSURANCE POLICY 5000067	01/04/2022	57,173.00	57,173.00	01/13/2022
Total 10-519400-03 PROPERTY & LIABILITY INSURANCE:					86,201.00	86,201.00	
10-519500-03 WORKERS COMPENSATION							
262165	CITIES & VILLAGES MUTUAL IN	WC-22-1035	2022 WORKER'S COMPENSATION PREMIUMS 1ST QTR	01/01/2022	17,197.00	17,197.00	01/13/2022
Total 10-519500-03 WORKERS COMPENSATION:					17,197.00	17,197.00	
10-519600-03 OTHER INSURANCE							
262165	CITIES & VILLAGES MUTUAL IN	APD-22-3041	2022 AUTO PHYSICAL DAMAGE INSURANCE PREMIUMS	01/01/2022	23,155.00	23,155.00	01/13/2022
262165	CITIES & VILLAGES MUTUAL IN	BM-22-4338	2022 BOILER & MACHINERY INSURANCE PREMIUM	01/01/2022	2,698.00	2,698.00	01/13/2022
262165	CITIES & VILLAGES MUTUAL IN	CRM-22-4536	2022 CRIME COVERAGE INSURANCE PREMIUM	01/01/2022	377.00	377.00	01/13/2022
262165	CITIES & VILLAGES MUTUAL IN	CX-22-4139	2022 EXCESS PUBLIC ENTITY LIABILITY INSURANCE PREMIUM	01/01/2022	2,974.00	2,974.00	01/13/2022
262165	CITIES & VILLAGES MUTUAL IN	EPL-22-4240	2022 EMPLOYMENT PRACTICE LIABILITY INSURANCE PREMIUM	01/01/2022	4,547.00	4,547.00	01/13/2022
Total 10-519600-03 OTHER INSURANCE:					33,751.00	33,751.00	
10-521100-03 PD ADMINISTRATION - OPERATING							
262630	BMO HARRIS BANK CREDIT CA	3561-1221	IACP MEMBERSHIP DUES - PD	12/28/2021	190.00	190.00	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	5848-1221	PD EQUIPMENT & SUPPLIES	12/28/2021	164.86	164.86	01/19/2022
30172	CARQUEST OF REEDSBURG	5150-1221	REAR MIRROR ADHESIVE, WIPER BLADES - PD	12/31/2021	37.36	37.36	01/13/2022
263979	DIVEPOINT SCUBA CENTER IN	RPD11822	ICE DIVER FEBRUARY - HOEGE - PD	01/18/2022	175.00	175.00	01/27/2022
40400	DWD-UNEMPLOYMENT INSURA	000011332026	UNEMPLOYMENT	01/10/2022	1,073.91	1,073.91	01/13/2022
70375	GAWRONSKI SIGNS & ADVERTI	25133	CUSTOM CUT VINYL LETTERING INSTALLED OFFICE WINDOW - EBERLE, HOEGE - PD	01/05/2022	45.00	45.00	01/27/2022
263025	IAPE	M22-C428042	MEMBERSHIP RENEWAL 2022 IAPE	01/05/2022	65.00	65.00	01/13/2022
262483	JOHN DEERE FINANCIAL	11113-06024-0	FUEL - PD	01/14/2022	1,137.43	1,137.43	01/27/2022
263530	LAW ENFORCEMENT SEMINAR	2022411	BACKGROUND INVESTIGATION TRAINING - STELTER - PD	01/05/2022	385.00	385.00	01/13/2022
261374	LK DESIGN STUDIO LLC	8872	PROFESSIONAL HEAD SHOT - HOEGE - PD	12/17/2021	25.00	25.00	01/13/2022
262191	MID-STATE ORGANIZED CRIME	93117-1775	MOCIC 2022 ANNUAL MEMBERSHIP FEES - PD	12/27/2021	150.00	150.00	01/13/2022
262289	QUEST DIAGNOSTICS	9196005456	LABS - PD	01/01/2022	20.00	20.00	01/27/2022
180795	REEDSBURG AREA AMBULANC	RAAS010122	BLOOD DRAWS - DECEMBER 2021	01/01/2022	280.00	280.00	01/13/2022
180855	REEDSBURG AREA MEDICAL	RAMC110521A	NEW HIRE MEDICAL TESTING - BUHLER - PD	11/05/2021	15.00	15.00	01/13/2022
261354	SAUK COUNTY CHIEF'S ASSOC	SCCA011222	SAUK COUNTY CHIEF'S ASSOCIATION DUES FOR 2022	01/12/2022	100.00	100.00	01/27/2022
262553	THE POLICE AND SHERIFFS PR	157815	ID CARD - MESTON - PD	01/19/2022	17.58	17.58	01/27/2022
262521	THE PSYCHOLOGY CENTER	212322	BASIC PRE EMPLOYMENT MESTON - PD	12/28/2021	450.00	450.00	01/27/2022
262521	THE PSYCHOLOGY CENTER	212645	BASIC PRE EMPLOYMENT -				

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263104	WHEEL CITY MOTORS INC	002479	CHRISTOPHER	12/30/2021	450.00	450.00	01/27/2022
			CAR #34 REPLACED PLUGS, COIL - PD	12/30/2021	219.00	219.00	01/13/2022
263506	WISCONSIN DEPT OF JUSTICE	22	FIRST LINE SUPERVISOR - HOEGE - PD	01/24/2022	150.00	150.00	01/27/2022
263506	WISCONSIN DEPT OF JUSTICE	SPEARS01242	LEADERSHIP TRAINING - SPEARS - PD	01/24/2022	625.00	625.00	01/27/2022
Total 10-521100-03 PD ADMINISTRATION - OPERATING:					5,775.14	5,775.14	
10-521900-03 POLICE UNIFORM ALLOWANCE							
30190	CHECKERED FLAG LLC	19581	POLO WITH LOGO & EMBROIDERY - PETERS CLOTHING ALLOWANCE - PD	11/29/2021	74.00	74.00	01/13/2022
30190	CHECKERED FLAG LLC	19680	SWEATSHIRTS WITH LOGO EMBROIDERY - PYFFEROEN CLOTHING ALLOWANCE - PD	01/03/2022	60.00	60.00	01/27/2022
30190	CHECKERED FLAG LLC	19710	POLOS WITH LOGO & EMBROIDERY - RICHARDSON CLOTHING ALLOWANCE - PD	01/11/2022	120.00	120.00	01/27/2022
30190	CHECKERED FLAG LLC	19742	JACKET PATCH SEWN ON - NEW HIRE - PD	01/18/2022	4.00	4.00	01/27/2022
30190	CHECKERED FLAG LLC	19754	POLO, SWEATSHIRTS EMBROIDERED WITH LOGO AND NAME - DEMPSY CLOTHING ALLOWANCE - PD	01/19/2022	178.00	178.00	01/27/2022
263125	CHRIS CALI	CC012422	BOOTS - CLOTHING ALLOWANCE - CALI -PD	01/24/2022	115.00	115.00	01/27/2022
70345	GALLS INC	020039792	ONE LINE BRASS NAMEPLATE- INITIAL ISSUE - PD	12/20/2021	15.20	15.20	01/13/2022
191023	STREICHERS	11543062	PLATE RACK - KNUTH CLOTHING ALLOWANCE - PD	12/30/2021	502.00	502.00	01/13/2022
263004	TOP PACK DEFENSE LLC	7485	GLOCK, TACO POUCH, BELT, ETC - CLOTHING ALLOWANCE - PUGH - PD	01/01/2022	260.97	260.97	01/13/2022
263004	TOP PACK DEFENSE LLC	7528	NIGHTFALL GLOVES, HANDCUFFS, SHIRT, PANTS - BOTTEN CLOTHING ALLOWANCE - PD	01/06/2022	402.81	402.81	01/27/2022
263004	TOP PACK DEFENSE LLC	7596	PANTS, SHIRTS, MAGAZINE POUCH, BATON, KEY HOLDER - MESTON -NEW HIRE - PD	01/17/2022	1,004.10	1,004.10	01/27/2022
263004	TOP PACK DEFENSE LLC	7614	BLAUER DRESS PANTS, HEMMING - CHIEF - PD	01/20/2022	68.99	68.99	01/27/2022
261259	WILLIAM BOTTEN	WB012122	MERRELL BOOTS & SOCKS - BOTTEN CLOTHING ALLOWANCE - PD	01/21/2022	89.84	89.84	01/27/2022
Total 10-521900-03 POLICE UNIFORM ALLOWANCE:					2,894.91	2,894.91	
10-523100-03 FIRE ADMINISTRATION-OPERATING							
20120	BEST SERVICE	176549	CLEAN MATS & TOWELS - FIRE	12/21/2021	42.48	42.48	01/13/2022
20120	BEST SERVICE	176861	CLEAN MATS & TOWELS - FIRE	01/18/2022	35.34	35.34	01/27/2022
262630	BMO HARRIS BANK CREDIT CA	1794-1221	RETURN - FIRE	12/28/2021	30.00-	30.00-	01/19/2022
30172	CARQUEST OF REEDSBURG	5151-1221	CHECK VALVE, COIL HOSE, SEAL CLAMP, PARTS - FIRE	12/31/2021	150.48	150.48	01/13/2022
261276	EMERGENCY SERVICES MARK	ESMC011122	FIVE YEAR TERM SUBSCRIPTION - FIRE	01/11/2022	3,137.00	3,137.00	01/13/2022
110551	KRUEGER OFFICE SUPPLIES	90225	DOCUMENT FRAME CERTIFICATES - FIRE	12/13/2021	138.84	138.84	01/27/2022
262907	MADISON COLLEGE	ALTHISER120	FIRE APPARATUS DRIVER ALTHISER - FIRE	12/03/2021	134.73	134.73	01/13/2022
180890	REEDSBURG TRUE VALUE	800195-1221	BATTERY, SUPPLIES - FIRE	12/25/2021	101.19	101.19	01/13/2022
263776	STEVEN DEMPSEY	SD-0122	HOTSPOT CHARGE TO RUN IPAD FOR INSPECTIONS ON PERSONAL CELL PHONE - FIRE	01/01/2022	20.00	20.00	01/13/2022
211075	UNITED COOPERATIVE	0711865-1221	GAS - FIRE DEPT	12/31/2021	176.64	176.64	01/27/2022
Total 10-523100-03 FIRE ADMINISTRATION-OPERATING:					3,906.70	3,906.70	

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10-523200-03 PUBLIC FIRE PROTECTION							
180906	REEDSBURG UTILITY	000468929-01	PUBLIC FIRE PROTECTION	01/24/2022	27,119.17	27,119.17	01/27/2022
Total 10-523200-03 PUBLIC FIRE PROTECTION:					27,119.17	27,119.17	
10-524100-03 BUILDING INSPECTION-OPERATING							
262630	BMO HARRIS BANK CREDIT CA	5848-1221	BIKE PUMP & PHONE HOLSTER	12/28/2021	22.89	22.89	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	8268-1221	SEMINAR	12/28/2021	69.00	69.00	01/19/2022
261657	JAMES O. SANDBERG SR	JS011122	INSPECTION 1/11/22 1375 INDUSTRIAL	01/11/2022	35.00	35.00	01/27/2022
261657	JAMES O. SANDBERG SR	JS123021	INSPECTION 12/30/21 6TH ST	12/30/2021	35.00	35.00	01/13/2022
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - BUILDING INSPECTION	01/14/2022	37.80	37.80	01/27/2022
Total 10-524100-03 BUILDING INSPECTION-OPERATING:					199.69	199.69	
10-525500-03 AMBULANCE							
180795	REEDSBURG AREA AMBULANC	RAAS0101202	2022 AMBULANCE ASSESSMENT	01/01/2022	138,544.00	138,544.00	01/13/2022
Total 10-525500-03 AMBULANCE:					138,544.00	138,544.00	
10-525600-03 COMMUNICATIONS - OPERATING							
263507	ARCHIVESOCIAL	#19953	SOCIAL MEDIA ARCHIVING SUBSCRIPTION - PD	12/01/2021	2,241.00	2,241.00	01/13/2022
263787	AT&T MOBILITY	287304672169	CELL PHONES - PD	12/23/2021	851.54	851.54	01/13/2022
261208	BAYCOM INC	SRVCE000000	MAINTENANCE AGREEMENT - PD	12/20/2021	3,190.00	3,190.00	01/13/2022
262630	BMO HARRIS BANK CREDIT CA	3561-1221	ZOOM VIDEO COMMUNICATION PD	12/28/2021	116.12	116.12	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	5848-1221	PD OFFICE SUPPLIES	12/28/2021	63.24	63.24	01/19/2022
60398	FRONTIER	2094-012403-5	BASIC SERVICE - PD	01/07/2022	58.00	58.00	01/27/2022
60398	FRONTIER	8846-092602-5	BASIC SERVICE - PD	01/10/2022	58.00	58.00	01/27/2022
110552	KRUEGER PRINTING INC	25854	WARNING PADS - PD	11/24/2021	107.50	107.50	01/13/2022
262164	LANGUAGE LINE SERVICE	10429971	OVER THE PHONE INTERPRETATION	12/31/2021	36.25	36.25	01/27/2022
160760	PITNEY BOWES INC	3314949555	POSTAGE MACHINE - PD	12/26/2021	142.53	142.53	01/13/2022
180906	REEDSBURG UTILITY	20369-0122	TELEPHONE- INTERNET - PD	01/20/2022	996.13	996.13	01/27/2022
261461	WISCONSIN DEPT OF JUSTICE	455TIME-0000	BCN CIRCUIT, TIME ACCESS & ANNUAL CHARGE SUPPORT - PD	01/10/2022	9,180.00	9,180.00	01/27/2022
Total 10-525600-03 COMMUNICATIONS - OPERATING:					17,040.31	17,040.31	
10-541100-03 FLEET, SHED, & MACH - OPS							
10011	AIRGAS	9984918128	CARBON DIOXIDE/OXYGEN	12/31/2021	30.28	30.28	01/27/2022
10024	ALLIANT ENERGY/WP&L	4320840000-0	GAS- OLD SHOP WALNUT ST	01/18/2022	874.15	874.15	01/27/2022
10024	ALLIANT ENERGY/WP&L	7380027668-1	GAS- NEW SHOP	12/28/2021	2,004.35	2,004.35	01/13/2022
10045	ARING EQUIPMENT CO INC	294711	CABLE ACCELERATOR & KIT - SHOP	01/10/2022	329.22	329.22	01/27/2022
20066	BADGER WELDING SUPPLIES	3689192	OCYGEN / ACETYLENE	12/31/2021	12.40	12.40	01/13/2022
30172	CARQUEST OF REEDSBURG	1600-1221	PARTS & SUPPLIES	12/31/2021	911.45	911.45	01/13/2022
262278	CINTAS CORP	4106355210	CLOTHES CLEANED - SHOP	12/30/2021	25.23	25.23	01/13/2022
262278	CINTAS CORP	4106933017	CLOTHING CLEANED, SCRAPER, TRAFFIC MATS - SHOP	01/06/2022	114.15	114.15	01/13/2022
262278	CINTAS CORP	4107592498	SCRAPER, MATS, CLOTHES CLEANED - SHOP	01/13/2022	114.15	114.15	01/27/2022
262278	CINTAS CORP	4108253251	CLEANED CLOTHES FOR SHOP	01/20/2022	114.15	114.15	01/27/2022
70405	GRINDER SHEET METAL	7903	CUTTING - SHOP	12/10/2021	87.81	87.81	01/13/2022
80458	HARTJE LUMBER INC	MN335779	LUMBER - SHOP	12/08/2021	70.86	70.86	01/13/2022
80455	HARTJE TIRE CENTER INC	40-90882	SERVICE CALL, REPAIR LEFT FRONT CLEANED RIM PARTS	01/12/2022	301.50	301.50	01/27/2022
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	01/14/2022	1,150.04	1,150.04	01/27/2022

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261316	KIMBALL MIDWEST	9529205	DISC KIT, REAMER, WHEEL, ORING - SHOP	01/12/2022	320.60	320.60	01/27/2022
110551	KRUEGER OFFICE SUPPLIES	90202	PENS, HOLE PUNCH, POST IT NOTES - SHOP	12/09/2021	25.98	25.98	01/13/2022
120400	LA FARGE TRUCK CENTER	03P5158	SHOCK CAB AIR SUPSPENSION - SHOP	12/28/2021	117.03	117.03	01/13/2022
120400	LA FARGE TRUCK CENTER	03P5178	HOSE, LOWER RADIATOR OUTLET - SHOP	12/30/2021	102.93	102.93	01/13/2022
263902	LASER FIRE PROTECTION LLC	21091	QUARTERLY FP INSPECTION AT NEW SHOP	12/31/2021	195.00	195.00	01/13/2022
262949	LAWSON PRODUCTS	9309142293	WASHERS, SCREWS, FUSE, NUT, PARTS - SHOP	01/03/2022	123.72	123.72	01/13/2022
130630	MADISON TRUCK EQUIP INC	1-98369	WING BOLT ASSEMBLY - SHOP	01/07/2022	1,188.37	1,188.37	01/13/2022
130655	MEYER OIL COMPANY	103698A	KILLEM DIESEL BOICIDE - SHOP	01/03/2022	39.12	39.12	01/13/2022
130655	MEYER OIL COMPANY	698613	DIESEL & REGULAR FUEL	12/28/2021	1,522.77	1,522.77	01/13/2022
263372	O'REILLY AUTO PARTS	2341-131993	SOCKETS - SHOP	11/23/2021	22.98	22.98	01/27/2022
180906	REEDSBURG UTILITY	20228-0122	TELEPHONE- INTERNET - SHOP	01/20/2022	193.60	193.60	01/27/2022
262528	SKINNER SHOP	CI000606	HUBCAP - SHOP	12/28/2021	14.34	14.34	01/13/2022
261284	TRUCK COUNTRY OF WISC	X201739960:0	HOSES - SHOP	01/13/2022	209.87	209.87	01/27/2022
261284	TRUCK COUNTRY OF WISC	X201741778:0	ADAPTER, KIT FILTER, DIESEL FUEL SUPPLEMENT - SHOP	01/21/2022	118.14	118.14	01/27/2022
262948	UNITED LABORATORIES	INV338468	QUIK BREAK N FLAM OIL - SHOP	01/11/2022	288.00	288.00	01/27/2022
221074	VIKING EXPRESS MART	61052-1221	FUEL - SHOP	12/31/2021	2,505.78	2,505.78	01/13/2022
231160	WISCONSIN METAL SALES INC	430278	HOT ROLLED - SHOP	01/04/2022	128.00	128.00	01/13/2022
231160	WISCONSIN METAL SALES INC	430629	HOT ROLLED FLAT - SHOP	01/11/2022	40.00	40.00	01/27/2022
231160	WISCONSIN METAL SALES INC	430856	HOT ROLLED - SHOP	01/14/2022	170.00	170.00	01/27/2022
Total 10-541100-03 FLEET, SHED, & MACH - OPS:					13,465.97	13,465.97	
10-542700-03 CITY ENGINEER/PW ADMIN-OPS							
262630	BMO HARRIS BANK CREDIT CA	8250-1221	ICLOUD STORAGE	12/28/2021	.99	.99	01/19/2022
Total 10-542700-03 CITY ENGINEER/PW ADMIN-OPS:					.99	.99	
10-543100-03 STS/TRFC/TREE/BRUSH/SW - OPS							
262962	BLACKSTONE TECHNOLOGIES	211742	HIGH PERFORMANCE PATCH	12/27/2021	1,778.34	1,778.34	01/13/2022
80470	HILLS WIRING INC	78677	TROMBONE DOWN AND MAIN & DEWEY	01/21/2022	2,969.71	2,969.71	01/27/2022
Total 10-543100-03 STS/TRFC/TREE/BRUSH/SW - OPS:					4,748.05	4,748.05	
10-543500-03 SNOW & ICE CONTROL - OPERATING							
70400	GRAYS INC	37356	BLADES, ICE CURG GUARDS, BOLTS - SHOP	01/14/2022	4,524.50	4,524.50	01/27/2022
Total 10-543500-03 SNOW & ICE CONTROL - OPERATING:					4,524.50	4,524.50	
10-544700-03 FLOOD DAMAGE							
180905	REEDSBURG UTILITY	000237815-01	FLOOD PROPERTIES	01/24/2022	17.55	17.55	01/27/2022
Total 10-544700-03 FLOOD DAMAGE:					17.55	17.55	
10-552300-03 SWIMMING POOL - OPERATING							
10024	ALLIANT ENERGY/WP&L	2613740000-1	GAS- POOL	12/28/2021	64.27	64.27	01/13/2022
262630	BMO HARRIS BANK CREDIT CA	2833-1221	LIFEGUARD TRAINING	12/28/2021	130.00	130.00	01/19/2022
Total 10-552300-03 SWIMMING POOL - OPERATING:					194.27	194.27	
10-554100-03 PARKS - OPERATING							
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PARKS	01/14/2022	432.82	432.82	01/27/2022

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110554	KOENECKE FORD-MERCURY I	51058	NEW BATTERY 2014 FORD F150 - PARKS	01/11/2022	139.95	139.95	01/27/2022
180820	REEDSBURG FARMERS CO	46135	POWER KING TIRE, DISPOSAL - PARKS	12/29/2021	143.00	143.00	01/13/2022
180906	REEDSBURG UTILITY	23677-0122	TELEPHONE- PARKS	01/20/2022	104.50	104.50	01/27/2022
263597	THE FLOWER SHOP LLP	100000762	WINTER PLANTERS, GREENS, LIGHTS, DECORATIONS, LABOR FOR DOWNTOWN	12/02/2021	1,981.00	1,981.00	01/27/2022
211058	US CELLULAR	0484369903	CELL PHONES	01/08/2022	77.58	77.58	01/27/2022
221074	VIKING EXPRESS MART	61051-1221	GAS - PARKS	12/31/2021	15.73	15.73	01/13/2022
Total 10-554100-03 PARKS - OPERATING:					2,894.58	2,894.58	
10-554500-03 REEDS AREA COMM ARENA (RACA)							
10024	ALLIANT ENERGY/WP&L	6077650000-0	GAS- RACA	01/03/2022	2,053.40	2,053.40	01/13/2022
180906	REEDSBURG UTILITY	20275-0122	TELEPHONE - RACA	01/20/2022	33.60	33.60	01/27/2022
Total 10-554500-03 REEDS AREA COMM ARENA (RACA):					2,087.00	2,087.00	
10-561100-03 TREE PLANTING							
262290	TIMBERLINE CONSTRUCTION L	328031	STUMP GRINDING SOUTH PARK	01/05/2022	1,612.00	1,612.00	01/27/2022
Total 10-561100-03 TREE PLANTING:					1,612.00	1,612.00	
10-563300-03 LONG RANGE PLANNING-OPERATING							
211058	US CELLULAR	0484369903	CELL PHONES	01/08/2022	38.54	38.54	01/27/2022
Total 10-563300-03 LONG RANGE PLANNING-OPERATING:					38.54	38.54	
10-564300-03 HISTORIC PRESERVATION							
262763	LEE GNATZIG	0148	REEDSBURG MISS WISCONSIN PROJECT	12/31/2021	1,700.00	1,700.00	01/27/2022
Total 10-564300-03 HISTORIC PRESERVATION:					1,700.00	1,700.00	
10-564400-03 INDUSTRIAL DEVELOPMENT							
262630	BMO HARRIS BANK CREDIT CA	8243-1221	RICDC MEETING	12/28/2021	46.61	46.61	01/19/2022
221070	VIERBICHER ASSOCIATES INC	210040-00012	RIDC- 2021 GENERAL	01/07/2022	2,928.75	2,928.75	01/27/2022
221070	VIERBICHER ASSOCIATES INC	210338-00002	GAVIN PROPERTY 8TH STREET	01/11/2022	528.75	528.75	01/27/2022
Total 10-564400-03 INDUSTRIAL DEVELOPMENT:					3,504.11	3,504.11	
10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT							
10024	ALLIANT ENERGY/WP&L	4175177410-0	GAS- VINE ST	01/18/2022	926.28	926.28	01/27/2022
10024	ALLIANT ENERGY/WP&L	6250757162-1	GAS- EAGLE STREET	12/29/2021	74.38	74.38	01/13/2022
261420	JAMES J KRUEGER	CD-012022	MONTHLY INCUBATOR PAYMENT - JANUARY 2022	01/01/2022	300.00	300.00	01/13/2022
263944	LORRAINES HOLDINGS	LH-0122	INCUBATOR MONTHLY PAYMENT - JANUARY 2022	01/01/2022	1,000.00	1,000.00	01/13/2022
180906	REEDSBURG UTILITY	23786-0122	TELEPHONE- FOOD PANTRY	01/20/2022	33.60	33.60	01/27/2022
263408	TRAEDER RENTAL	LMM-0122	INCUBATOR MONTHLY PAYMENT - JANUARY 2022 - LUCY'S	01/01/2022	1,000.00	1,000.00	01/13/2022
263408	TRAEDER RENTAL	TS-010122	INCUBATOR MONTHLY PAYMENT - JANUARY 2022	01/01/2022	600.00	600.00	01/13/2022
Total 10-564900-03 COMMUNITY DEVELOPMENT AUTHORIT:					3,934.26	3,934.26	
10-594000-03 MISCELLANEOUS EXPENSES							
262630	BMO HARRIS BANK CREDIT CA	5848-1221	FD ORGANIZER	12/28/2021	39.95	39.95	01/19/2022
263974	HILLSBORO EQUIPMENT	255521	REPLACED BATTERY, PARTS FOR DUMP WAGON				

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
130655	MEYER OIL COMPANY	181095	-CEMETARY	12/30/2021	1,066.52	1,066.52	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-C	#2 FUEL OIL - CEMETERY	01/06/2022	24.31	24.31	01/13/2022
			GREENWOOD CEMETERY	01/03/2022	84.00	84.00	01/13/2022
Total 10-594000-03 MISCELLANEOUS EXPENSES:					1,214.78	1,214.78	
15-514240-03 TRAINING							
262459	WISCONSIN MUNICIPAL COURT	ROBERTS202	MUNICIPAL COURT CLERK ASSOCIATION DUES 2022 - ROBERTS	01/07/2022	45.00	45.00	01/13/2022
Total 15-514240-03 TRAINING:					45.00	45.00	
15-515120-03 MUNICIPAL COURT - OPERATING							
263765	CREDIT MANAGEMENT CONTR	REEDSBURG	SKIP TRACING - COURT	12/31/2021	28.00	28.00	01/13/2022
110551	KRUEGER OFFICE SUPPLIES	90380	LINE DATE SELF INKING STAMP - COURT	01/04/2022	66.50	66.50	01/13/2022
110551	KRUEGER OFFICE SUPPLIES	90380A	SHIPPING CHARGE WAS NOT ON ORIGINAL INVOICE	01/04/2022	2.99	2.99	01/27/2022
211058	US CELLULAR	0484369903	CELL PHONES	01/08/2022	27.04	27.04	01/27/2022
Total 15-515120-03 MUNICIPAL COURT - OPERATING:					124.53	124.53	
15-515121-03 STATE FEES - COURT							
231139	STATE OF WISCONSIN	56-15663-1221	COURT FEES - DECEMBER	12/31/2021	2,851.20	2,851.20	01/13/2022
Total 15-515121-03 STATE FEES - COURT:					2,851.20	2,851.20	
15-515122-03 COUNTY FEES - COURT							
190940	SAUK COUNTY TREASURER	CTFEES-1221	COURT FEES - DECEMBER	12/31/2021	716.46	716.46	01/27/2022
Total 15-515122-03 COUNTY FEES - COURT:					716.46	716.46	
15-515123-03 RESTITUTION FEES - COURT							
263970	JAZMINE R ORDONEZ	RESTITUTION	RESTITUTION BOWMAN	12/31/2021	75.00	75.00	01/13/2022
180890	REEDSBURG TRUE VALUE	NSF123121	NSF BURNS	12/31/2021	50.00	50.00	01/13/2022
263374	TEDS & FRED'S	NSF123121	NSF'S	12/31/2021	155.00	155.00	01/13/2022
263313	THIRSTY BEAVER	RESTITUTION	RESTITUTION LOOMIS	12/31/2021	100.00	100.00	01/13/2022
221076	VIKING VILLAGE	RESTITUTION	RESTITUTION	12/31/2021	43.37	43.37	01/13/2022
Total 15-515123-03 RESTITUTION FEES - COURT:					423.37	423.37	
15-515125-03 TOWN OF LAVALLE FEES - COURT							
201100	TOWNSHIP OF LAVALLE	CTFEES-1221	COURT FEES-DECEMBER	12/31/2021	484.70	484.70	01/13/2022
Total 15-515125-03 TOWN OF LAVALLE FEES - COURT:					484.70	484.70	
15-516110-03 PROSECUTION - REEDSBURG							
120585	LAROWE GERLACH LLP	5200.005-1975	PROSECUTIONS/CODE ENFORCEMENT/PRPRTY MNTN - SERVICES - PD	12/31/2021	2,084.75	2,084.75	01/27/2022
120585	LAROWE GERLACH LLP	5200.005-1975	PROSECUTIONS/CODE ENFORCEMENT/PRPRTY MNTN- MATERIALS - PD	12/31/2021	7.55	7.55	01/27/2022
120585	LAROWE GERLACH LLP	5200.005-1975	SERVICE FEE - PD	12/31/2021	129.96	129.96	01/27/2022
Total 15-516110-03 PROSECUTION - REEDSBURG:					2,222.26	2,222.26	
15-516120-03 PROSECUTION - LA VALLE							
120585	LAROWE GERLACH LLP	5200.018-1976	TOWN OF LAVALLE PROSECUTION - SERVICES	12/31/2021	108.50	108.50	01/27/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 15-516120-03 PROSECUTION - LA VALLE:					108.50	108.50	
15-542600-03 IT SYSTEMS - MUNICIPAL COURT							
261704	TITAN PUBLIC SAFETY SOLUTI	5366	TIPSS COURTS ANNUAL SUPPORT	01/01/2022	6,766.00	6,766.00	01/27/2022
Total 15-542600-03 IT SYSTEMS - MUNICIPAL COURT:					6,766.00	6,766.00	
20-511000-03 LABORATORY							
261946	TOTAL WATER OF BARABOO LL	0336258	DEMINERALIZED WATER - WWTP	12/27/2021	165.60	165.60	01/13/2022
Total 20-511000-03 LABORATORY:					165.60	165.60	
20-512000-03 OUTSIDE TESTING							
30160	CT LABORATORIES	166977	SUB MERCURY LL/ULL	12/30/2021	440.00	440.00	01/13/2022
Total 20-512000-03 OUTSIDE TESTING:					440.00	440.00	
20-521000-03 GEN TREATMENT/SOLIDS - OPS							
263348	AERZEN USA CORPORATION	SEPI-22-00033	SPARE PARTS AIR FILTER CARTRIDGE & DELTA LUBE - WWTP	01/24/2022	704.18	704.18	01/27/2022
262630	BMO HARRIS BANK CREDIT CA	8250-1221	SUPPLIES	12/28/2021	19.98	19.98	01/19/2022
262630	BMO HARRIS BANK CREDIT CA	8250-1221	LOGMELN SUBSCRIPTION	12/28/2021	369.24	369.24	01/19/2022
262278	CINTAS CORP	5092316975	EMERGENCY KIT SUPPLIES & CLEANED - WWTP	01/20/2022	43.10	43.10	01/27/2022
70405	GRINDER SHEET METAL	7871	ROD AND CUTTING - WWTP	12/02/2021	8.00	8.00	01/13/2022
70405	GRINDER SHEET METAL	7885	LABOR CUTTING THREADED ROD - WWTP	12/06/2021	24.00	24.00	01/13/2022
80435	HACH COMPANY	12826699	BUFFER - WWTP	01/10/2022	91.49	91.49	01/27/2022
80435	HACH COMPANY	12834440	PARTS - WWTP	01/14/2022	89.88	89.88	01/27/2022
110551	KRUEGER OFFICE SUPPLIES	90168	TOILET PAPER, TOWELS, TONER CARTRIDGES - WWTP	12/06/2021	685.66	685.66	01/13/2022
130655	MEYER OIL COMPANY	103516A	EXTRA DUTY GEAR OIL - WWTP	12/27/2021	80.85	80.85	01/13/2022
130655	MEYER OIL COMPANY	103579A	EXTRA DUTY GEAR OIL - WWTP	01/04/2022	161.70	161.70	01/13/2022
262419	MUCHOW & SOUTH CENTRAL	16208	RESIDEO AQUASTAT 120V, THERMOSTAT, SERVICE CALL - WWTP	01/14/2022	763.16	763.16	01/27/2022
261378	PLATINUM CHEMICALS INC	9031-04	HAND SANITATION WIPES - SHOP	01/01/2022	1,698.00	1,698.00	01/13/2022
263437	SABEL MECHANICAL LLC	220017	LABOR SUPPLIED TO INSTALL WEMPCO IMPELLER - WWTP	01/19/2022	1,119.84	1,119.84	01/27/2022
262366	STAAB CONSTRUCTION CORP	7852-01	WWTF SELECTOR VALVE - WWTP	01/05/2022	5,395.00	5,395.00	01/13/2022
263493	UNITED STATES GEOLOGICAL	90955191	BARABOO RIVER GUAGE	01/13/2022	13,550.00	13,550.00	01/27/2022
Total 20-521000-03 GEN TREATMENT/SOLIDS - OPS:					24,804.08	24,804.08	
20-522000-03 LIME							
150255	OMNI MATERIALS INC	348866	60/40 FINES-WWTP	12/31/2021	7,817.23	7,817.23	01/13/2022
Total 20-522000-03 LIME:					7,817.23	7,817.23	
20-524000-03 POLYMER							
261758	AQUACHEM OF AMERICA INC	7012AQ	POLYMER - WWTP	01/18/2022	11,500.00	11,500.00	01/27/2022
Total 20-524000-03 POLYMER:					11,500.00	11,500.00	
20-526000-03 UTILITIES - BIO-SOLIDS							
10024	ALLIANT ENERGY/WP&L	6808940000-0	GAS- WWTP	01/18/2022	1,004.89	1,004.89	01/27/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
180905	REEDSBURG UTILITY	000616113-122	UTILITIES - TREATMENT PLANT #70	12/31/2021	8,198.78	8,198.78	01/13/2022
Total 20-526000-03 UTILITIES - BIO-SOLIDS:					9,203.67	9,203.67	
20-527000-04 TREATMENT PLAN PROJECT (CIP)							
201064	TOWN & COUNTRY	23520	WWTF FACILITIES PLAN	12/22/2021	997.68	997.68	01/13/2022
201064	TOWN & COUNTRY	23521	WWTF IMPROVEMENTS	12/22/2021	45,750.90	45,750.90	01/13/2022
Total 20-527000-04 TREATMENT PLAN PROJECT (CIP):					46,748.58	46,748.58	
20-531000-03 COLLECTION SYSTEM							
40276	DIGGERS HOTLINE INC	211 2 99501	NOTICES- DECEMBER	12/31/2021	87.56	87.56	01/13/2022
Total 20-531000-03 COLLECTION SYSTEM:					87.56	87.56	
20-531000-04 REPLACEMENT FUND (INTERNAL)							
261598	J & J UNDERGROUND LLC	629	SEWER REPAIR ON WEST MAIN STREET	12/14/2021	5,250.00	5,250.00	01/13/2022
221070	VIERBICHER ASSOCIATES INC	200359-00009	2021 CDBG STREET & UTILITY CONSTRUCTION	01/07/2022	1,190.00	1,190.00	01/27/2022
221070	VIERBICHER ASSOCIATES INC	210288-00001	LAUREL STREET IMPROVEMENTS	01/12/2022	5,060.00	5,060.00	01/27/2022
Total 20-531000-04 REPLACEMENT FUND (INTERNAL):					11,500.00	11,500.00	
20-533000-03 UTILITIES - COLLECTION SYSTEM							
10024	ALLIANT ENERGY/WP&L	5239740000-0	GAS- WWTP	01/17/2022	67.25	67.25	01/27/2022
Total 20-533000-03 UTILITIES - COLLECTION SYSTEM:					67.25	67.25	
20-541000-03 GENERAL ADMIN/TRAINING - OPS							
110551	KRUEGER OFFICE SUPPLIES	90338	DESK CALENDAR - WWTP	12/28/2021	9.89	9.89	01/13/2022
211058	US CELLULAR	0484369903	CELL PHONES	01/08/2022	87.62	87.62	01/27/2022
Total 20-541000-03 GENERAL ADMIN/TRAINING - OPS:					97.51	97.51	
20-551000-03 BLDGS/GROUNDS MAINTENANCE							
263792	BATZNER PEST CONTROL INC	3279832	PEST CONTROL AT WWTP	01/11/2022	79.00	79.00	01/27/2022
130664	MID-AMERICAN RESEARCH CH	0751486-IN	VEGA-A-KILL PLUS - SHOP	01/05/2022	4,880.70	4,880.70	01/13/2022
Total 20-551000-03 BLDGS/GROUNDS MAINTENANCE:					4,959.70	4,959.70	
20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN							
10024	ALLIANT ENERGY/WP&L	7723830000-0	GAS- WWTP	01/18/2022	1,490.56	1,490.56	01/27/2022
180905	REEDSBURG UTILITY	000616113-122	UTILITIES - TREATMENT PLANT	12/31/2021	5,465.85	5,465.85	01/13/2022
180906	REEDSBURG UTILITY	20524-0122	TELEPHONE- INTERNET - WWTP	01/20/2022	714.35	714.35	01/27/2022
Total 20-562000-03 UTILITIES - BLDGS/GROUNDS MAIN:					7,670.76	7,670.76	
21-546100-03 CONTRACT SERVICES							
160650	PETERSON SANITATION INC	59072-0122-CI	CONTRACT SERVICES	01/03/2022	32,486.76	32,486.76	01/13/2022
Total 21-546100-03 CONTRACT SERVICES:					32,486.76	32,486.76	
21-546300-03 OPERATING EXPENSES							
160650	PETERSON SANITATION INC	59072-0122-CI	HALL UTILITIES	01/03/2022	192.00	192.00	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-CI	GARBAGE & REFUSE	01/03/2022	192.00	192.00	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-CI	SHOP	01/03/2022	88.00	88.00	01/13/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
160650	PETERSON SANITATION INC	59072-0122-CI	RACA	01/03/2022	104.00	104.00	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-CI	PARKS	01/03/2022	112.00	112.00	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-CI	GARBAGE SERVICE	01/03/2022	111.02	111.02	01/13/2022
160650	PETERSON SANITATION INC	59072-0122-CI	RECYCLE TONAGE	01/03/2022	3,568.80	3,568.80	01/13/2022
263931	STERICYCLE INC	8000821070	SHREDDING - CITY HALL	01/25/2022	95.57	95.57	01/27/2022
263931	STERICYCLE INC	8000821201	SHREDDING - PD	01/25/2022	93.98	93.98	01/27/2022
Total 21-546300-03 OPERATING EXPENSES:					4,557.37	4,557.37	
21-547100-03 GARBAGE & REFUSE (STICKERS)							
160650	PETERSON SANITATION INC	59072-0122-CI	GARBAGE & REFUSE - STICKERS	01/03/2022	810.00	810.00	01/13/2022
Total 21-547100-03 GARBAGE & REFUSE (STICKERS):					810.00	810.00	
23-543300-03 CURB, SWEEPING, BRUSH - OPS							
70405	GRINDER SHEET METAL	7892	REBUILD LEAF SUCKER BOOT - SHOP	12/08/2021	230.00	230.00	01/13/2022
Total 23-543300-03 CURB, SWEEPING, BRUSH - OPS:					230.00	230.00	
23-543750-03 SNOW REMOVAL							
261190	RAY ZOBEL & SONS INC	53296	DUMP TRUCK HAULING SNOW	01/03/2022	900.00	900.00	01/13/2022
Total 23-543750-03 SNOW REMOVAL:					900.00	900.00	
23-544500-03 STORM SEWER REPAIRS							
60300	JOHN DEER FINANCIAL	75331-82742-0	GAS USAGE - PW	01/14/2022	383.35	383.35	01/27/2022
130655	MEYER OIL COMPANY	698613	DIESEL & REGULAR FUEL	12/28/2021	507.59	507.59	01/13/2022
221074	VIKING EXPRESS MART	61052-1221	FUEL - SHOP	12/31/2021	835.26	835.26	01/13/2022
Total 23-544500-03 STORM SEWER REPAIRS:					1,726.20	1,726.20	
41-542600-03 TAXI CAB EXPENSES							
263508	RUNNING INC	25401	PUNCH CARDS	01/03/2022	770.00	770.00	01/13/2022
Total 41-542600-03 TAXI CAB EXPENSES:					770.00	770.00	
42-517110-03 AIRPORT UTILITIES, CELL PHONES							
10024	ALLIANT ENERGY/WP&L	1266040000-1	GAS - VETERANS HANGAR	12/29/2021	337.78	337.78	01/13/2022
10024	ALLIANT ENERGY/WP&L	4079272914-1	GAS - AIRPORT	12/28/2021	83.37	83.37	01/13/2022
180906	REEDSBURG UTILITY	28015-0122	TELEPHONE- AWOS STATION	01/20/2022	34.20	34.20	01/27/2022
180906	REEDSBURG UTILITY	52183-0122	INTERNET- DOT GPS STAT	01/20/2022	100.17	100.17	01/27/2022
180906	REEDSBURG UTILITY	9678-0122	INTERNET/CABLE - AIRPORT	01/20/2022	91.82	91.82	01/27/2022
Total 42-517110-03 AIRPORT UTILITIES, CELL PHONES:					647.34	647.34	
42-545300-03 AIRPORT OPERATING (FBO)							
262918	REEDSBURG AVIATION LLC	RA-0122	AIRPORT MANAGEMENT	01/01/2022	3,700.00	3,700.00	01/13/2022
Total 42-545300-03 AIRPORT OPERATING (FBO):					3,700.00	3,700.00	
42-545300-04 AIRPORT OUTLAY							
130612	MSA PROFESSIONAL SERVICE	R02068020.0-1	VFW AIRPORT LAND RELEASE	01/07/2022	3,908.05	3,908.05	01/13/2022
Total 42-545300-04 AIRPORT OUTLAY:					3,908.05	3,908.05	

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48-554600-03 CONSERVE SAUK FILM FEST EXP.							
263969	WILD BEARIES	11092021	SPEAKER FEE FOR ELENA TERRY & FILM SHOWING	11/09/2021	400.00	400.00	01/13/2022
Total 48-554600-03 CONSERVE SAUK FILM FEST EXP.:					400.00	400.00	
56-517110-03 UTILITIES, CELL PHONES							
10024	ALLIANT ENERGY/WP&L	4066940000-0	GAS- LIBRARY	01/18/2022	1,161.34	1,161.34	01/27/2022
Total 56-517110-03 UTILITIES, CELL PHONES:					1,161.34	1,161.34	
56-551300-03 LIBRARY OPERATING							
20070	BAKER & TAYLOR	2036425796	Books	12/23/2021	118.71	118.71	01/13/2022
20070	BAKER & TAYLOR	2036447008	Books	01/05/2022	83.51	83.51	01/27/2022
262630	BMO HARRIS BANK CREDIT CA	9757-1221	BOOKS & SUPPLIES	12/28/2021	56.07	56.07	01/19/2022
262083	CAVENDISH SQUARE	3354871	BOOKS - CULTURES OF THE WORLD THIRD EDITION GROUP 27	12/28/2021	195.54	195.54	01/13/2022
30150	CDW GOVERNMENT INC	361412	LOGITEC 1 YR EXTENDED WARRANTY RALLY PLUS SYSTEM	01/01/2022	205.13	205.13	01/27/2022
30174	CENTER POINT LARGE PRINT	1901310	Large Print Books	01/01/2022	279.84	279.84	01/27/2022
40270	DEMCO INC	7064365	#MYRPLONTHEGO- BOOK CARTS FOR OUTREACH	01/12/2022	2,077.16	2,077.16	01/27/2022
262020	FINDAWAY WORLD LLC	374914	REPLACEMENT LAUNCHPAD & CABLES	01/06/2022	69.99	69.99	01/13/2022
262020	FINDAWAY WORLD LLC	375171	PLAYAWAY REPLACEMENT	01/11/2022	19.99	19.99	01/27/2022
70300	GALE	76324657	LARGE PRINT BOOKS- DEC WHEELER WESTERN 2	12/22/2021	39.73	39.73	01/13/2022
70300	GALE	76651950	LARGE PRINT BOOKS JAN CHRISTIAN FICTION 2	01/18/2022	50.23	50.23	01/27/2022
70300	GALE	76652060	LARGE PRINT BOOKS JAN CHRISTIAN ROMANCE 2	01/18/2022	46.48	46.48	01/27/2022
60335	GORDON FLESCHE CO INC	13594380	COPIERS 01/07/2022-02/06/2022; COPIES 11/30/21-01/03/22	01/07/2022	423.90	423.90	01/13/2022
90510	INGRAM	56823774	Books	12/28/2021	291.67	291.67	01/13/2022
90510	INGRAM	57086676	Books	01/11/2022	274.76	274.76	01/27/2022
110552	KRUEGER PRINTING INC	25965	ENVELOPES #10 & #6 IMPRINTED	12/28/2021	252.00	252.00	01/13/2022
262620	MIDWEST TAPE	501472991	AUDIO BOOKS ON CD	12/28/2021	203.97	203.97	01/13/2022
262620	MIDWEST TAPE	501492926	HOOPLA USAGE 238 ITEMS	12/31/2021	483.48	483.48	01/13/2022
180906	REEDSBURG UTILITY	20304-0122	TELEPHONE- INTERNET - CABLE -LIBRARY	01/20/2022	627.56	627.56	01/27/2022
190960	SCHOLASTIC LIBRARY PUBLIS	35643145	YOUTH SERVICES - INCENTIVE BOOKS	12/21/2021	165.00	165.00	01/13/2022
191005	SOUTH CENTRAL LIBRARY SYS	22037	2022 TECHNOLOGY AND ILS MEMBER FEES	01/09/2022	53,135.00	53,135.00	01/13/2022
263931	STERICYCLE INC	8000628258	SHREDDING SERVICES	12/25/2021	75.82	75.82	01/13/2022
70374	SYNCHRONY BANK/AMAZON	438366677548	BOOKS	12/31/2021	150.04	150.04	01/13/2022
70374	SYNCHRONY BANK/AMAZON	644353566859	DVDS, AUDIO CDS	12/31/2021	953.81	953.81	01/13/2022
70374	SYNCHRONY BANK/AMAZON	836477756675	PAPER STORAGE, PROGRAMMING SUPPLIES, YS & SLP INCENTIVES	12/31/2021	827.91	827.91	01/13/2022
70374	SYNCHRONY BANK/AMAZON	955848859936	SLP INCENTIVES, #MYRPL TO GO OUTREACH	12/31/2021	364.59	364.59	01/13/2022
263033	TURNER WATERCARE	812012-21	WATER SERVICE	12/09/2021	8.50	8.50	01/13/2022
231160	WISCONSIN METAL SALES INC	385982	POWDERCOATED MAGNETIC BULLETIN BOARD	12/16/2021	385.00	385.00	01/13/2022
Total 56-551300-03 LIBRARY OPERATING:					61,865.39	61,865.39	
60-513500-03 ADMINISTRATIVE COSTS							
221070	VIERBICHER ASSOCIATES INC	210224-00007	TID 10 CREATION	01/07/2022	140.00	140.00	01/27/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 60-513500-03 ADMINISTRATIVE COSTS:					140.00	140.00	
60-565200-03 SITE DEVELOPMENT							
263146	ARCHITECTURAL DESIGN CONS	15176	SOUTH SCHOOL CONVERSION	10/31/2021	5,783.75	5,783.75	01/27/2022
Total 60-565200-03 SITE DEVELOPMENT:					5,783.75	5,783.75	
66-513500-03 ADMINISTRATIVE COSTS							
221070	VIERBICHER ASSOCIATES INC	210225-00006	TID NO. 6 AMENDMENT NO. 3	01/07/2022	140.00	140.00	01/27/2022
Total 66-513500-03 ADMINISTRATIVE COSTS:					140.00	140.00	
69-513500-03 Administration Costs							
221070	VIERBICHER ASSOCIATES INC	160133-00018	TID NO. 9	01/07/2022	350.00	350.00	01/27/2022
221070	VIERBICHER ASSOCIATES INC	210134-00004	2021 BUSINESS PARK EXPANSION	01/12/2022	7,400.17	7,400.17	01/27/2022
Total 69-513500-03 Administration Costs:					7,750.17	7,750.17	
69-565200-03 SITE DEVELOPMENT							
221070	VIERBICHER ASSOCIATES INC	210296-00002	LABANSKY SUBDIVISON	01/12/2022	4,550.00	4,550.00	01/27/2022
Total 69-565200-03 SITE DEVELOPMENT:					4,550.00	4,550.00	
70-541100-03 PUBLIC WORKS EQUIPMENT							
130630	MADISON TRUCK EQUIP INC	19526	10' DURACCLASS HEIL 316 DUMP BODY 6/8 YARD SIDES/TAILGATE - SHOP	12/31/2021	76,877.99	76,877.99	01/20/2022
Total 70-541100-03 PUBLIC WORKS EQUIPMENT:					76,877.99	76,877.99	
70-551100-03 LIBRARY EQUIPMENT							
262630	BMO HARRIS BANK CREDIT CA	9757-1221	CAPITAL EQUIPMENT	12/28/2021	756.53	756.53	01/19/2022
Total 70-551100-03 LIBRARY EQUIPMENT:					756.53	756.53	
70-554100-03 PARKS VEHICLES & EQUIPMENT							
263335	BIG O'S TRAILERS INC	18584	2022 TRAILER VIN 4773 - PARKS	12/23/2021	2,744.00	2,744.00	01/13/2022
Total 70-554100-03 PARKS VEHICLES & EQUIPMENT:					2,744.00	2,744.00	
75-551100-03 LIBRARY							
262630	BMO HARRIS BANK CREDIT CA	9757-1221	CAPITAL PROJECT	12/28/2021	461.07	461.07	01/19/2022
263224	THE REEDSBURG FLOORING S	45380	BALANCE STORY ROOM & MEETING ROOM LOBBY WALK OFF & TILE REPAIRS	11/11/2021	3,004.64	3,004.64	01/13/2022
263224	THE REEDSBURG FLOORING S	45380C	TRANSITION STRIPS TILE CARPET	11/11/2021	319.20	319.20	01/27/2022
Total 75-551100-03 LIBRARY:					3,784.91	3,784.91	
75-554800-03 PARKS IMPROVEMENTS							
263978	ARCHAEOLOGICAL RESEARCH	1268	PHASE 1 ARCHAEOLOGICAL INVESTIGATION SPLASHPAD DEVELOPEMENT	12/23/2021	2,550.60	2,550.60	01/27/2022
130612	MSA PROFESSIONAL SERVICE	R02068031.0-1	WEBB PARK DRIVE ROADWAY & STORM IMPROVEMENTS	01/14/2022	3,331.50	3,331.50	01/27/2022
261190	RAY ZOBEL & SONS INC	53295	DEMO MATERIAL, ROAD GRAVEL, CONCRETE DUMPED - PARKS	01/03/2022	507.98	507.98	01/13/2022

Vendor No	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 75-554800-03 PARKS IMPROVEMENTS:					6,390.08	6,390.08	
75-554950-03 SPLASH PAD EXPENSES							
263941	VORTEX USA INC	DEP02	SPLASH PAD PROJECT 42422	01/25/2022	64,291.73	64,291.73	01/31/2022
Total 75-554950-03 SPLASH PAD EXPENSES:					64,291.73	64,291.73	
Grand Totals:					3,631,122.52	3,631,122.52	

Dated: _____

City Administrator: _____

Dated: _____

City Clerk-Treasurer: _____

Dated: _____

Mayor: _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2021 ending: 06 30 2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Reedsburg

County of Sauk

Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
Kwik Trip, Inc.	1626 Oak St, PO Box 2107, La Crosse, WI 54602

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Wagner	Ashley		1561 21st St., Baraboo, WI 53913

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Zietlow	Donald	Paul	2802 Bergamot Pl., Onalaska, WI 54650
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Wrobel	Jeffrey	James	3633 Bentwood Pl., La Crosse, WI 54601
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Zietlow	Donald	Paul	2802 Bergamot Pl., Onalaska, WI 54650
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Kwik Trip 839 Business Phone Number 608-524-4440
- Address of Premises 101 S. Albert Ave. Post Office & Zip Code Reedsburg 53959
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐
- 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.) One-story frame construction with storage in coolers, on sales floor, behind sales counter.

Applicant's Wisconsin Seller's Permit Number 456000028761403	
FEIN Number 39-1036365	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Supplemental Election Inspector List

Updated: 2/2/2022

Jenny Albers

John Albers

Jean Bindl

Francine Butzine

Wendy Collins

Trae Finnegan

Rob Fullmer

Bernadette Greenwood

Nathan Johnson

Adam Kaney

Katy Prange

Joe Uminski

Rita Schara

STAFF REPORT

AGENDA ITEM: _____

To: Mayor and Common Council
From: Brian Duvalle, Planning and Building
Date of Meeting: February 14, 2022

Subject: Monthly Building Permit Report

BACKGROUND

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

PERMITS

	Jan 2021	Jan 2022	Total Change
Zoning	0	0	0
Building	10	16	+6

VALUE

	Jan 2021	Jan 2022	Total Change
Zoning	\$0	\$0	\$0
Building	\$492,100	\$3,147,500	\$2,655,400

STAFF RECOMMENDATION

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

NOTES

Community Health Needs Assessment 2022



Reedsburg
AREA MEDICAL CENTER

Hospital 2000 N Dewey Avenue p 608.524.6487
Specialty Group 1104 21st Street p 608.768.3900

Community Pharmacy 1900 N Dewey Avenue p 608.524.6177

Physicians Group 1900 N Dewey Avenue p 608.524.6477
Senior Life Center 2350 N Dewey Avenue p 608.524.6577

Viking Pharmacy 150 Viking Drive p 608.524.6868

Reedsburg, WI 53959 ramchealth.com

Message to Our Community

Reedsburg Area Medical Center has been a healthcare leader since 1902, “always there, going beyond the expected to provide compassionate, quality and efficient healthcare.” As a healthcare leader, we serve over 25,000 people in Reedsburg and surrounding areas. As an employer, we provide jobs for more than 600 people. As your neighbor, we sponsor a wide variety of education classes and health screenings.

This document represents the outcome that we can proudly say is the result of our county hospital’s sharing resources to form the Sauk County Health & Wellness Coalition. The individual members of this coalition demonstrated a strong commitment to assessing health needs and to working collaboratively with the goal of improving the health of Sauk County’s entire population. The goal of this report is to provide residents with a deeper understanding of the health needs of our community, as well as guide RAMC in its development of an implementation strategy to address the needs described in this document.

Our sustained community commitment can be seen through our collaborative partnerships with residents and organizations. We rely on these relationships to help us identify and develop plans to address high-priority community health needs. We are grateful for the opportunity to partner with the following organizations: Sauk County Health Department, Sauk County Health & Wellness Coalition, Reedsburg Area Chamber of Commerce, Reedsburg , Baraboo, and Wisconsin Dells area school districts, Ho-Chunk Nation, Hope House, County and Local Emergency Response Teams, Local Law Enforcements, Sauk County Aging and Disability Resource Center, The City of Reedsburg, Boys and Girls Club, Reedsburg Young Professionals, and others.

This Community Health Assessment (CHA) represents a point-in-time view of the health of Sauk County. This document is intended to serve as a guide for the development of the Community Health Improvement Plan (CHIP) and is also intended to inform community understanding of how certain factors, including the social determinants of health (SDOH), impact the health status of some community members more than others. Our sincere hope is this assessment serves as a tool for organizations serving Sauk County to identify how they can influence the health of our community. This effort could be utilizing the data provided to strengthen existing programs and services or working towards addressing policies and systems that contribute to the disparities and sub-optimal health outcomes that we see.

From the assessment and a process of prioritization **Mental Health, Affordable Housing, and Alcohol, Tobacco and other Drug Abuse (ATODA)** have been identified as the topics for the Community Health Improvement Plan (CHIP). We know that addressing these topics will require collective action to not just improve mental health, affordable housing and ATODA at the individual level, but to improve at the population level through addressing systems, policies, and environments. We look forward to taking actions together.

Sincerely,

Robert Van Meeteren
President & CEO
Reedsburg Area Medical Center



Executive Summary

Background

Reedsburg Area Medical Center is pleased to present the 2021 Community Health Needs Assessment (CHNA). This CHNA report provides an overview of the health needs and priorities associated with our service area.

The goal of this report is to provide a deeper understanding of the health needs in the communities we serve, as well as a guide to help the hospital in its community health improvement implementation planning efforts and development of a strategy to address evaluated needs. The RAMC Governing Board approved this CHNA on December 21, 2021.

RAMC last conducted a CHNA in 2018. The Affordable Care Act (ACA) requires 501(c)(3), tax-exempt hospitals to conduct a CHNA every three years and adopt a strategic implementation plan to address the identified needs.

Priorities

Reedsburg Area Medical Center determined priorities for the 2022-2024 CHNA and strategic implementation plan. Priorities chosen include:

Mental Health - A major public health concern due to limited access to resources and lack of mental health facilities with many patients having to drive for hours for treatment. All key informant groups brought mental health to the forefront of the discussion. According to the US county health rankings 2021 reports, clinical care accounts for 20% of Sauk County's health outcomes. Clinical care includes access to care and quality of life. According to the CDC, mental and physical health are equally important components of overall health. For example, depression increases the risks of many types of physical health problems, particularly long-lasting conditions like diabetes, heart disease and stroke. Similarly, the presence of chronic conditions can lead to mental health illness.

Affordable Housing - According to the US county health rankings 2021 reports, physical environment accounts for 10% of Sauk County's health outcomes. All key informant groups and survey respondents brought affordable housing to the forefront of the discussion. 28% of Sauk County households spend 30% or more of their income on housing. Households that rent are more likely to have a high housing cost burden: 45% of Sauk County renters.

Alcohol, Tobacco and other Drug Abuse (ATODA) - According to the US county health rankings 2021 reports, health behaviors account for 30% of Sauk County's health outcomes. ATODA is higher in Sauk County than in Wisconsin and is generally much higher than in Top U.S. Counties. This Priority was voiced as a concern for Sauk County and therefore a top priority for the 2022-2024 CHNA. Alcohol outlet are places where someone can buy alcohol to drink on premises (such as bars) or elsewhere (such as liquor stores) and Sauk county has 290 alcohol approved licenses. That means our alcohol outlet density is a 2.26 rate of alcohol licenses per 500 people.

Strategies

Mental Health - Increase community awareness, promote current resources available and collaborate with community partners to determine which social determinants of health are most impacting Sauk County community members. Address inequalities prevalent in Sauk County including income and insurance.

Affordable Housing - Develop coordinated and collaborative action plans to address affordable housing. Engage community leaders to commit resources towards health improvement based on the assessment which includes affordable housing.

Alcohol, Tobacco and other Drug Abuse (ATODA) - Increase community awareness, promote current resources available and collaborate with community partners to determine which social determinants of health are most impacting Sauk County community members. Address inequalities prevalent in Sauk County including access to care and insurance.

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About Reedsburg Area Medical Center

Reedsburg Area Medical Center has a long tradition of service to the community. The first hospital in Reedsburg was founded in 1902 by Dr. Adelbert Edwards. It was housed in a former residence. Once remodeled, the two-story building provided 11 rooms, serving both medical and surgical patients. As the community grew, its healthcare needs expanded until the first hospital no longer proved adequate to serve the community's growth. Below is a timeline of events since then:

1933: A new hospital, located on North Park Street, opened. This hospital held 31 adult beds and had a nursery capacity of 12. 20 years later, in 1953, this hospital added 20 beds.

1969: The hospital purchased 72 acres of undeveloped land on Reedsburg's north side. This was later to become the site of the present facility.

1972: The Edward Snyder Memorial Nursing Home, a 50-bed long-term care facility, was opened.

1976: Our present hospital opened its doors, and within three months, the adjacent clinic opened.

2005: RAMC opened Reedsburg Area Senior Life Center, a state-of-the-art 50-bed long-term care unit and 24-apartment assisted living facility.

2007: The new Surgery Center and Specialty Center opened.

2014: RAMC and Reedsburg Physicians Group officially affiliated and the Physicians Group began operating under the name Reedsburg Area Medical Center Physicians Group.

2020: Reedsburg Area Medical Center completed their major construction program of private inpatient rooms, remodeled Birth Center, new registration, laboratory, sleep study rooms and gift shop.

2020: Reedsburg Area Senior Life Center opened their new assisted living facility to consist of 24 Long Term Care beds, 22 Community Based Residential Living (CBRF) rooms and 23 Residential Care Complex (RCAC) rooms.

A Proud Community Partner

With today's economy, it can be a hardship for area residents to afford everyday necessities, let alone medical insurance. At Reedsburg Area Medical Center, we believe everyone deserves access to quality health care, regardless of their income level. We also believe that being a non-profit medical center is both a privilege and an obligation. Being a community partner is an important responsibility, one we feel privileged to uphold.

Financial & In-kind Contributions ~ We actively support a large number of community groups by donating goods and services, contributing equipment, supplies paid personnel or providing use of facility space.

Community Health Improvement ~ RAMC strives to offer or support a wide variety of free or low-cost programs and events designed to help encourage healthy lifestyles a choices. We are proud to offer/support:

- Pineview Elementary School Garden program
- Vest Fest Half Marathon/5k/1-mile run
- Run for the Butter
- Reedsburg Little League, and various other youth sporting opportunities
- Bright Smiles Healthy Teeth program in the schools
- Reedsburg school district walking program titled "Walking Club" for all school children at all 5 elementary schools
- RAMC's annual Kids Fit & Safe Day-a free program for area students
- and so much more!

Education for Staff, including Student Facilitation ~ We are also pleased to be a site for Medical, Nursing & Physician Assistant students that come for multiple weeks of on-site training & mentoring.

Community Building Activities ~ We are proud to encourage our employees to give back to our community on their staff time.

Non-profit hospitals like Reedsburg Area Medical Center exist to serve our city & surrounding communities.

Community Benefits Report

7/22/2021

Reedsburg Area Medical Center

Program Detail

For period from 1/1/2020 through 12/31/2020

Title	Monetary Inputs			Outputs
	Expenses	Offsets	Benefit	Persons
Blood Drives	721	0	721	Unknown
Bright Smiles	118	0	118	99
Car Seat Checks / Seat Belt Education	1,553	0	1,553	20
Cash Donations/Sponsorships/Not-for-profit Community Organiz	973	0	973	250
Childbirth Education	1,572	0	1,572	47
Coalition Building	5,000	0	5,000	Unknown
Community Benefit Operations/Dedicated Staff	5,000	0	5,000	Unknown
Community Benefit Operations/Health Needs Assessment	20,000	0	20,000	Unknown
Community Health Improvement Advocacy	3,168	0	3,168	Unknown
Community Support/Consumer Advocate	26,709	0	26,709	172
Community Support: Tailgate Foundation Fundraiser	245	0	245	200
Discounted or Free Prescription Drugs	538,442	0	538,442	Unknown
Economic Dev/Council Participation/Chamber of Commerce	1,069	0	1,069	1,400
Education for Patients	238	0	238	Unknown
Education Web Site/Community Publications	28,000	0	28,000	Unknown
Education/Other Health Professions/Tuition Assistance	169,048	0	169,048	Unknown
Education/Outreach for Community Health Topics	2,574	0	2,574	233
Education/Physicians and Medical Students	6,538	0	6,538	1
Education/Shadowing Nurses and Nursing Students	2,942	0	2,942	10
Educational Displays	2,000	0	2,000	Unknown
Environmental Improvements	35,225	0	35,225	Unknown
Fitness/Exercise Classes/Programs	66,561	4,100	62,461	64
Food Donation to Homeless Shelter & Boys/Girls Club	8,679	0	8,679	Unknown
In-Kind Donation/Community -based nursing home	2,008,154	0	2,008,154	Unknown
In-Kind Donations/Equipment	2,000	0	2,000	Unknown
Massage Therapy	115,813	74,572	41,241	Unknown
Meals on Wheels Deliveries	3,351	0	3,351	300
Occupational Medicine	215,763	44,952	170,811	Unknown
Resolve Through Sharing	814	0	814	6
Safe Sitter Classes	418	360	58	9
School Based Health Education Programs	41	0	41	15
Sports Injury Prevention	19,500	0	19,500	Unknown
Support Group/Breastfeeding	1,226	0	1,226	309
Translator Services	19,678	0	19,678	Unknown
Transportation/Bus Tokens, Cab Fare, etc.	370	0	370	Unknown
Number of Activities	35	Grand Totals	3,313,503	123,984
			3,189,519	3,135

Definition of Community

For the purposes of this community health needs assessment (CHNA), Reedsburg Area Medical Center defines its community as Sauk County and the surrounding portions of adjacent Adams, Columbia and Juneau counties within the hospital's primary and secondary service areas. Given the hospital's partnership with the Sauk County Health Department and participation in the Sauk County Health and Wellness Coalition and Sauk County Data Council, much of the needs assessment will focus on the community within Sauk County. RAMC will also coordinate and collaborate with the Adams and Columbia County public health departments on the needs of populations within their counties that are also located within the hospital's primary service delivery area.

RAMC's service area was defined by a zip code search resulting in highest used areas for primary and specialty care on our campus.



Geography -

Reedsburg, Wisconsin is a thriving community of 9,984 residents located in Sauk County. We offer a family-oriented community with an excellent school system and a wide variety of businesses in a city that still holds that small-town charm. Reedsburg is a rural community where businesses flourish, people feel welcome and are comfortable raising families and retiring.



Service delivery area –

Approximately 75% of Reedsburg Area Medical Center's patient population lives within the above mapped primary service area. An additional approximately 15% of the patient population lives within the secondary service area. The primary service area is limited to portions of Sauk County and small portions of Adams, Columbia and Juneau Counties, while the secondary service area also extends into a portion of Marquette County. According to the federal Health Resources and Services Administration (HRSA), all of Sauk County and all or almost all of the Reedsburg Area Medical Center service areas are designated as Rural Health Areas.

About our Community

Demographics: The following factors and data from U.S. Census Bureau provide some useful information about the Sauk County portion of the Reedsburg Area Medical Center Community. Sauk County’s population is less diverse and slightly older than the populations of Wisconsin and the United States, as a whole. The percent of individuals living in poverty is roughly the same as both Wisconsin and the United States.

Demographic Category	Demographic Factor	Sauk County	Wisconsin	United States
Race and Ethnicity	Black or African American alone, percent	1.3%	6.7%	13.4%
	American Indian and Alaska Native alone, percent	1.4%	1.2%	1.3%
	Asian alone, percent	0.7%	3.0%	5.9%
	Two or More Races, percent	1.4%	2.0%	2.8%
	Hispanic or Latino, percent	5.4%	7.1%	18.5%
	White alone, not Hispanic or Latino, percent	90.4%	80.9%	60.1%
	White alone, percent	95.1%	87.0%	76.3%
Poverty	Persons in poverty, percent	10.2%	10.4%	10.5%
Health Insurance	Persons without health insurance, under age 65 years, percent	7.2%	6.8%	9.5%
Education	High school graduate or higher, percent of persons age 25 years+, 2014-2018	90.7%	91.9%	87.7%
	Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018	23.8%	29.5%	31.5%
Age	Persons under 5 years, percent	5.9%	5.7%	6.0%
	Persons under 18 years, percent	22.7%	21.8%	22.3%
	Persons 65 years and over, percent	19.1%	17.5%	16.5%



About our Community

Demographics: The following factors and data describe the population and demographics of the Reedsburg Area Medical Center service areas:

Population	Reedsburg, WI	Sauk County, Wisconsin
Population Estimates, July 1 2021, (V2021)	NA	NA
Population estimates base, April 1, 2020, (V2021)	NA	NA
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	NA	NA
Population, Census, April 1, 2020	9,984	65,763
Population, Census, April 1, 2010	9,200	61,976
Age and Sex		
Persons under 5 years, percent	5.0%	5.9%
Persons under 18 years, percent	27.7%	22.7%
Persons 65 years and over, percent	13.1%	19.1%
Female persons, percent	49.5%	50.2%
Race and Hispanic Origin		
White alone, percent	93.2%	95.1%
Black or African American alone, percent	0.2%	1.3%
American Indian and Alaska Native alone, percent	2.0%	1.4%
Asian alone, percent	0.3%	0.7%
Two or More Races, percent	3.4%	1.4%
Hispanic or Latino, percent	6.4%	5.4%
White alone, not Hispanic or Latino, percent	89.0%	90.4%
Population Characteristics		
Veterans, 2015-2019	513	4,127
Foreign born persons, percent, 2015-2019	2.8%	3.0%
Housing		
Housing units, July 1, 2019, (V2019)		30,744
Owner-occupied housing unit rate, 2015-2019	59.5%	68.9%
Median value of owner-occupied housing units, 2015-2019	\$141,800	\$182,200
Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,229	\$1,404
Median selected monthly owner costs -without a mortgage, 2015-2019	\$515	\$540
Median gross rent, 2015-2019	\$753	\$801
Building permits, 2020		233
Families & Living Arrangements		
Households, 2015-2019	3,583	26,222
Persons per household, 2015-2019	2.64	2.41
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	81.9%	85.6%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	5.7%	6.4%
Education		
High school graduate or higher, percent of persons age 25 years+, 2015-2019	90.3%	90.9%
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	21.0%	24.1

About our Community

Under-represented or More Vulnerable Portions of the Population:

Sauk County and the Reedsburg Area Medical Center service areas includes people who are at high risk of not receiving adequate medical care due to being uninsured/underinsured, are experiencing health disparities, or facing barriers related to geography, language, financial circumstances, and transportation, stigma, accessibility to technology or knowledge of technology, medication compliance due to cost or coverage, access to healthy foods and low-income housing.

Potentially medically underserved populations include the rural poor and older adults who may be without adequate transportation; Black, Indigenous and other persons of color (BIPOC) individuals who may be experiencing discrimination and racial or ethnic health disparities; non-English (primarily Spanish) speaking individuals who may also be undocumented; low socio-economic status (SES) and homeless individuals; lesbian, gay, bisexual, transgender, and queer (LGBTQ) residents; and incarcerated individuals or people engaged in the criminal justice system.

The Ho-Chunk Nation's House of Wellness is located in Sauk County and serves many tribal members. The Sauk County community health assessment process included an equity plan to ensure that the needs of more vulnerable populations were considered.

People with disabilities may also be a more vulnerable or under-served population within the community. Data from the U.S. Census QuickFacts indicates a higher percentage of people with a disability within the City of Baraboo than are in Sauk County, Wisconsin or the United States. Persons living with disabilities may be less able to thrive and may face greater challenges in respect to access to health care and other essential services.

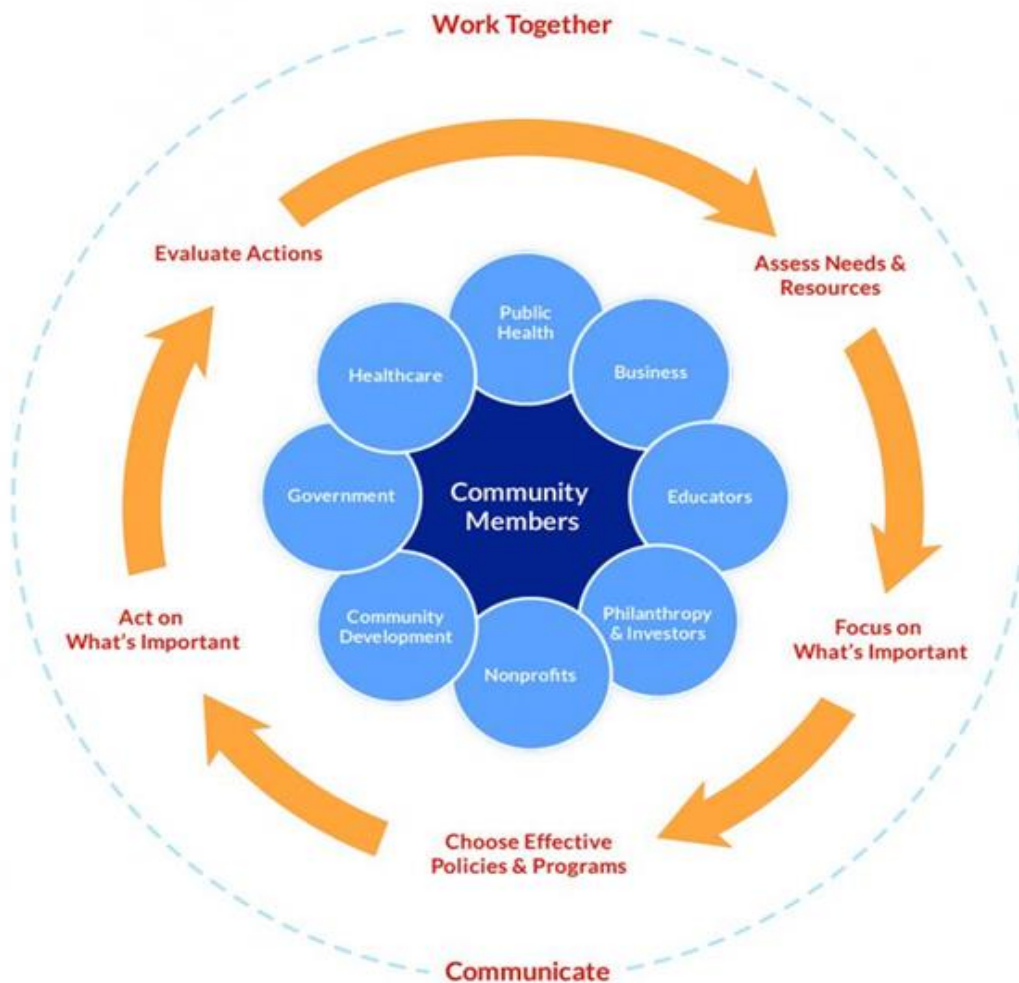


Community Partners

Community health coalitions - The individual members of this coalition demonstrate a strong commitment to assessing health needs and to work collaboratively with the goal of improving the health of Sauk County's population.

The members of the committee represent:

- Reedsburg Area Medical Center
- Sauk County Health Department,
- Sauk Prairie Healthcare
- SSM Health- St Clare Baraboo



The Hospital's Role in Conducting the Assessment

Reedsburg Area Medical Center worked closely with the Health & Wellness Steering Committee to develop the 2021 Sauk County Community Health Assessment (CHA). The hospital was an active member in the Sauk County Community Health Assessment workgroup, has a representative serving as an advisor to the Health & Wellness Steering Committee and assisted in inviting community members to conversations to gather and collect community perspectives. The process benefited from input from several individual community leaders representing diverse constituencies.

Primary Data

Reedsburg Area Medical Center sought and received input from the Sauk County Public Health Department. RAMC also worked closely with the Health & Wellness Steering Committee to develop the 2021 Sauk County Community Health Assessment (CHA). Community perspectives and data gathered during this endeavor were incorporated into the Reedsburg Area Medical Center Community Health Needs Assessment. Community perspectives were gathered from multiple activities, including a community survey, key informant interviews, and focus groups (community conversations).

Secondary Data

In addition to a review of demographics, we gathered and reviewed data from broad sources to set the initial direction and priorities of the community health needs assessment. The secondary data was derived from a variety of unbiased sources including the County Health Rankings, 211 Count data from Sauk County, Community Commons, Wisconsin Hospital Association CHNA Dashboard and the Wisconsin Department of Health Service

Sauk County Community Health Assessment Spring of 2021

Community Survey: 1,612 Responses (about 3% of the county population of 64,000 in 2019)

11 Key Informant Interviews

11 Focus Groups

Secondary Data: County Health Rankings and other sources



Community Input

Community health survey

A community perception survey of individuals who live, work, learn, or play in Sauk County, was conducted from **February-May 2021 with 1,612 responses received**. Over and under-represented data from our survey can be found in the table blow.

Over-Represented Groups	Analysis (Survey Vs. Census)	
	Survey	Census
Female	72%	50%
Middle aged (ages 35-64)	61%	40%
Married	67%	54%
Homeowners with mortgages	54%	43%
Well-educated (bachelor's degree or higher	48%	30%
White-non-Hispanic	91%	95%



Under-Represented Groups	Analysis (Survey Vs. Census)	
	Survey	Census
Men	25%	50%
Under age 24	NA	31%
Single	11%	27%
Renters	16%	31%
High school degree as highest education	22%	34%
Latinos	2%	5%



The Survey was balanced by key informant interviews and focus groups that underrepresented minority groups

- Ho-chunk Nation Tribal Members
- African Americans
- Latinos
- LGBTQ
- Renter
- Rural
- § Singles
- § Low income
- § Disabled
- § People living with chronic disease
- § Young People

Primary and Secondary data

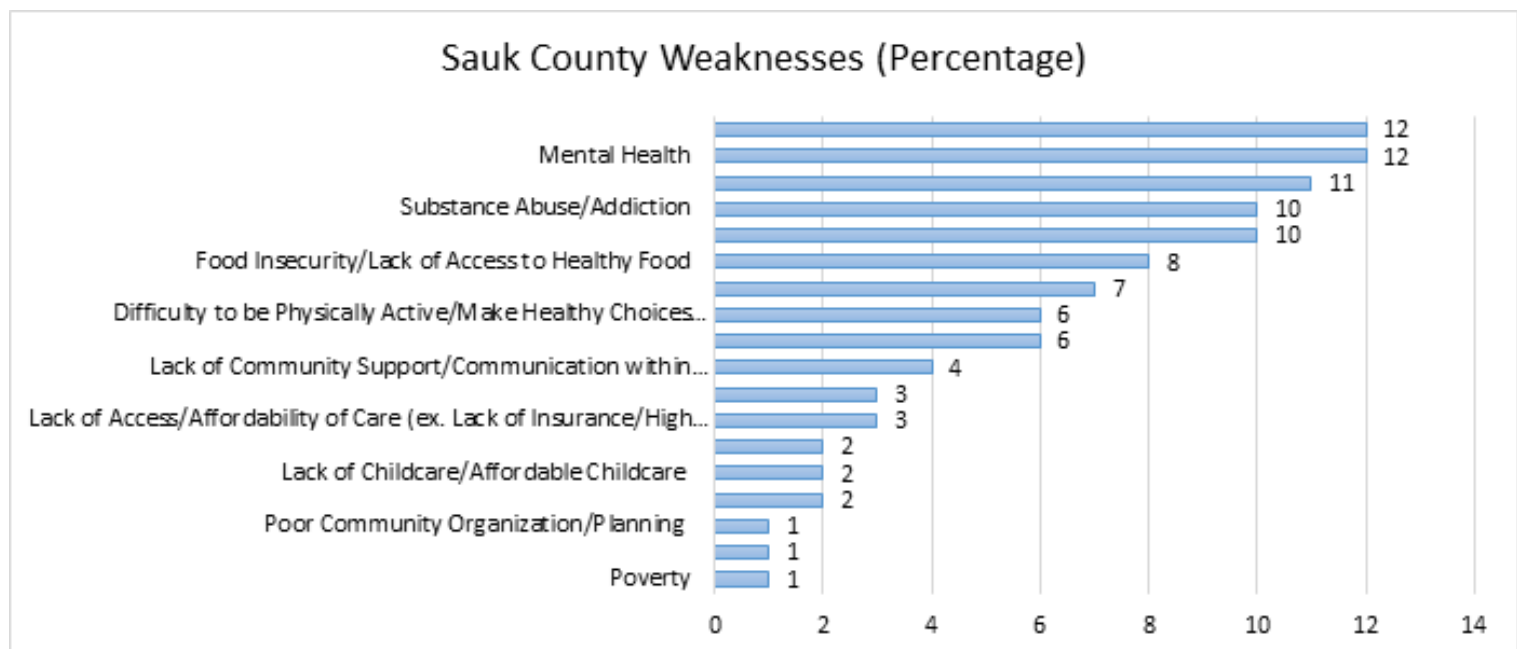
Community Health Survey:

The top 12 areas of improvement identified by the community health survey are:

- (1) Mental Health
- (2) Obesity/Healthy eating/Physical activity
- (3) Alcohol, tobacco, & other drugs
- (4) Sexual Health
- (5) Dental Care
- (6) Chronic Disease Prevention
- (7) Educational attainment
- (8) Poverty, esp. Childhood
- (9) Living Wages & Affordable housing
- (10) Social disconnection
- (11) Discrimination
- (12) Transportation access

Community Conversation and Key Informant Interviews:

Key informant interviews and community conversations were conducted with members of the community in order to hear on a personal level about their opinions on the county's critical health needs and overall strengths. There was an emphasis on connecting with underrepresented groups within the community in order to gain their perspective about health in Sauk County. This method of data collection allowed for greater understanding of the community beyond the secondary data and statistics that were also analyzed. Below represent the number tallies of frequency topics that came up within the Sauk County community conversation and key informant interviews.



The Health of Our Community

What makes our communities healthy? The health and wellness steering committee has broken down our primary and secondary data into four categories: Health behaviors, clinical care, social and economic factors and physical environment.

Health Behaviors

	Voiced by community as a top priority	Worse than state	Getting worse	Inequities
Alcohol, Tobacco, and Other Drug Use	Y	Y	Y	High ACE score*, mental health challenges, Native American
Healthy Eating	Y			Income
Obesity		Y	Y	Income, High ACE score
Physical Activity				
Sexual Health			Y	High ACE score

Clinical Care

	Voiced by community as a top priority	Worse than state	Getting worse	Inequities
Access to Mental Health Care	Y	Y		Income, insurance
Access to Dental Care	Y	Y		Income, insurance
Chronic disease prevention		Y	Mammography	Income, insurance

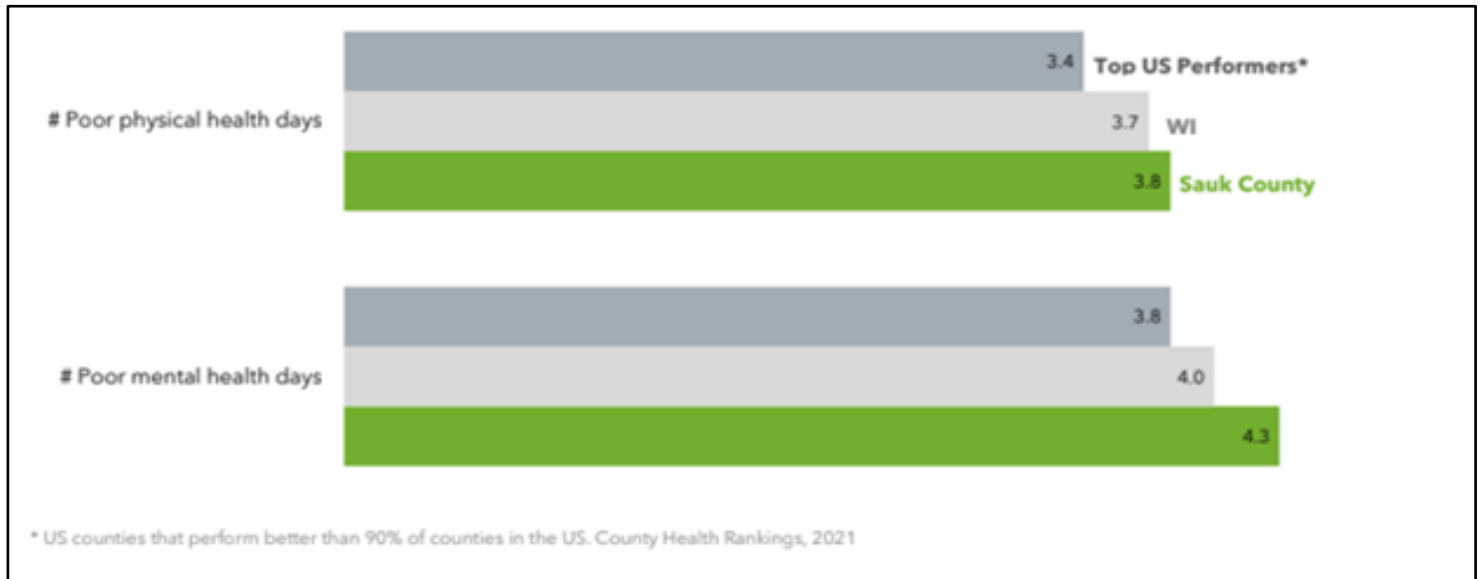
Social Economic Factors

	Voiced by community as a top priority	Worse than state	Getting worse	Inequities
Educational Attainment		Y		Income, race/ethnicity, High ACE score
Childhood Poverty		Y	Y	Income, race/ethnicity, High ACE score
Living Wages	Y			Income, race/ethnicity, High ACE score
High ACEs		Y		Income, race/ethnicity
Social connectedness	Y			Income, race/ethnicity
Discrimination	Y			Race/ethnicity

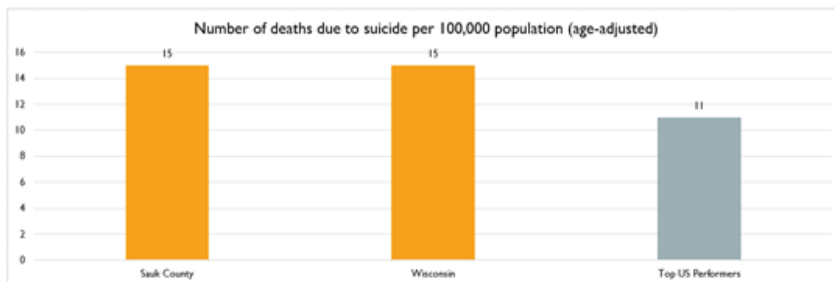
Physical Environment

	Voiced by community as a top priority	Worse than state	Getting worse	Inequities
Affordable Housing	Y			Income, disability status
Transportation access	Y			Income, disability status, age, criminal justice history

Mental Health: Secondary Data



SUICIDES



REPORTED MENTALLY UNHEALTHY DAYS



• **12%** of survey residents said everyone in their household could get the **health services** they needed only **sometimes, rarely or never**.

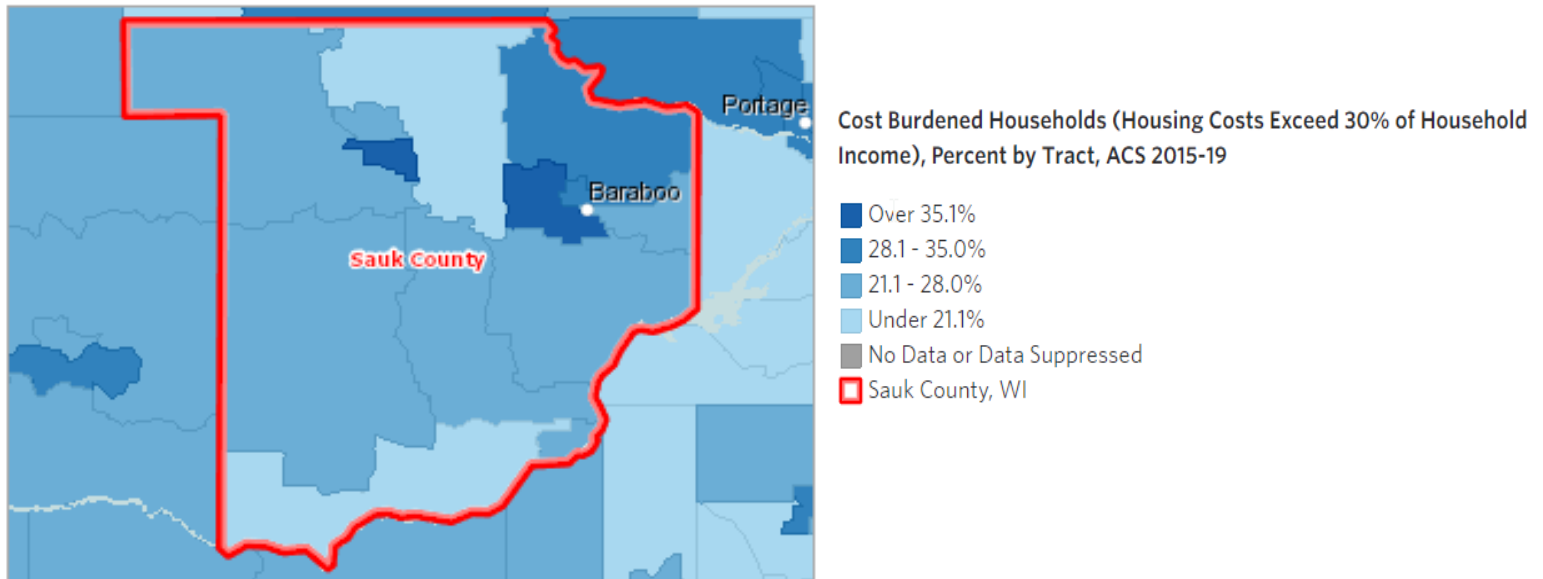
• **31%** of survey residents said **mental services** are a challenge to obtain.

• **27%** of survey residents said **physical health** services are a challenge to obtain.

Affordable Housing: Secondary Data

Safe, affordable housing is imperative to the health of an individual and for a thriving community. Evidence shows housing and health can be understood as supporting the existence of four pathways. First, the health impacts of not having a stable home (the stability pathway). Second, the health impacts of conditions inside the home (the safety and quality pathway), third, the health impacts of the financial burdens resulting from high-cost housing (the affordability pathway) and lastly, the health impacts of neighborhoods, including both the environmental and social characteristics of where people live (the neighborhood pathway).

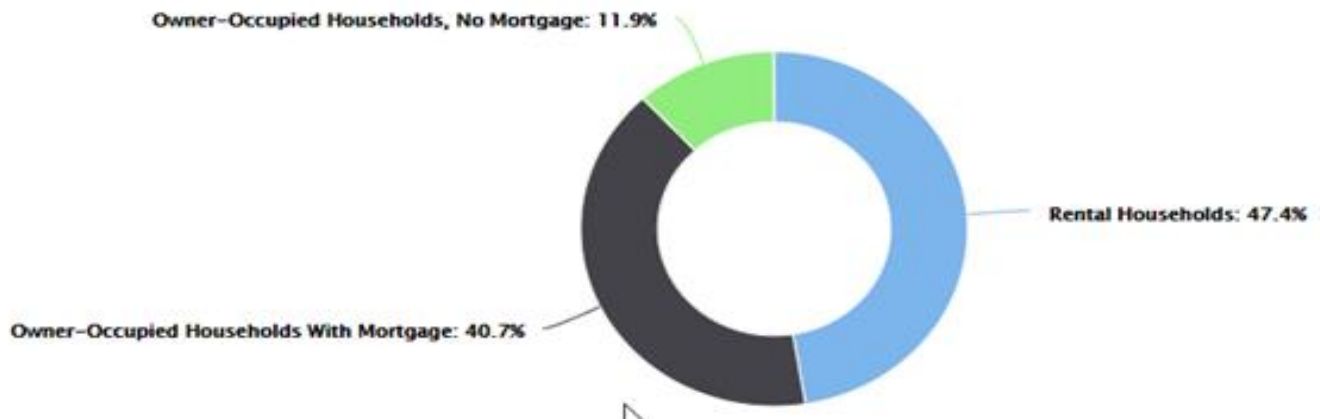
Housing Costs - Cost Burden



- This indicator reports the percentage of the households where housing costs are 30% or more of total household income. This indicator provides information on the cost of monthly housing expenses for owners and renters. The information offers a measure of housing affordability and excessive shelter costs. The data also serve to aid in the development of housing programs to meet the needs of people at different economic levels.

Cost Burdened Households by Tenure, Total

Sauk County, WI



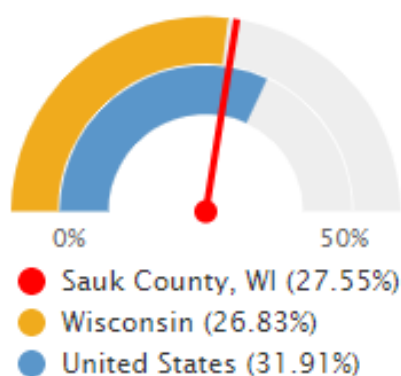
Affordable Housing: Secondary Data

Housing Quality - Substandard Housing

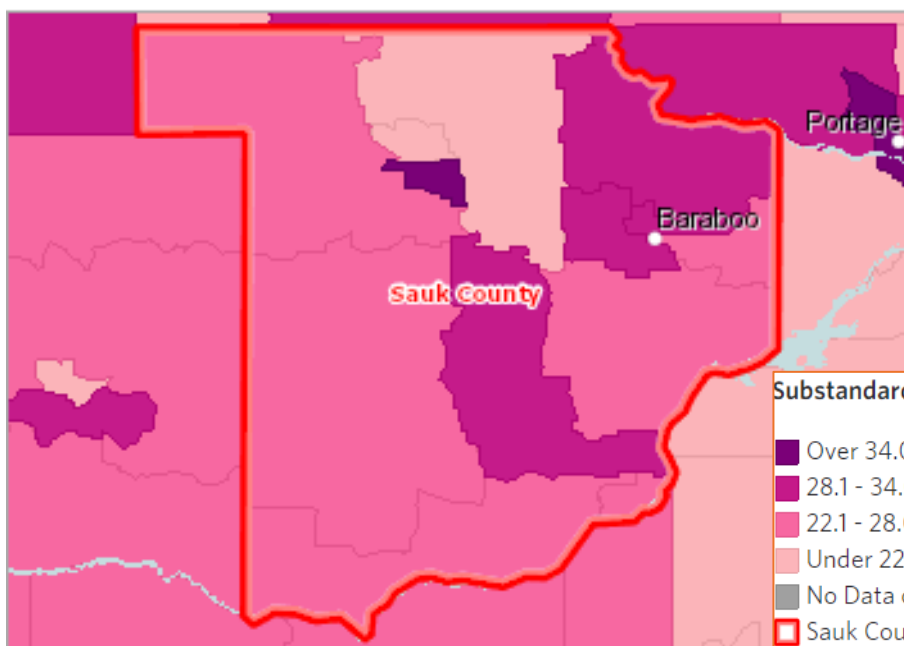
This indicator reports the number and percentage of owner- and renter-occupied housing units having at least one of the following conditions:

- 1) lacking complete plumbing facilities
- 2) lacking complete kitchen facilities
- 3) with 1 or more occupants per room
- 4) selected monthly owner costs as a percentage of household income greater than 30%
- 5) gross rent as a percentage of household income greater than 30%.

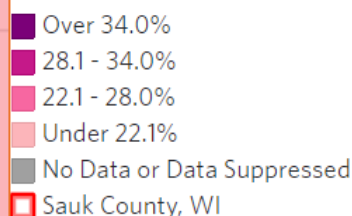
Occupied Housing Units with One or More Substandard Conditions, Percent



Selected conditions provide information in assessing the quality of the housing inventory and its occupants. This data is used to easily identify homes where the quality of living, and housing can be considered substandard. Of the 26,222 total occupied housing units in the report area, 7,223 or 27.55% have one or more substandard conditions.



Substandard Housing Units, Percent of Total by Tract, ACS 2015-19

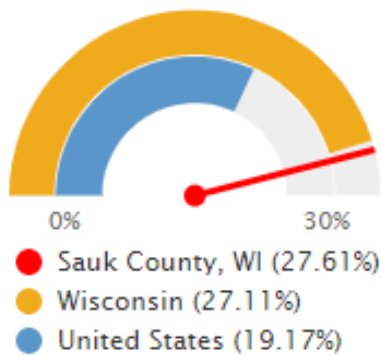


Alcohol, Tobacco and other Drug Abuse (ATODA): Secondary Data

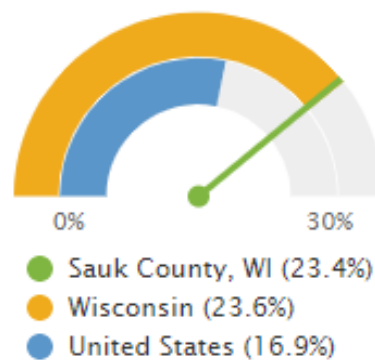
In Sauk County 27.61% adults self-reported excessive drinking in the last 30 days which is greater than the state rate of 27.11%.

Excessive drinking is defined as the percentage of the population who report at least one binge drinking episode involving five or more drinks for men and four or more for women over the past 30 days, or heavy drinking involving more than two drinks per day for men and more than one per day for women, over the same time period. Alcohol use is a behavioral health issue that is also a risk factor for several negative health outcomes, including: physical injuries related to motor vehicle accidents, stroke, chronic diseases such as heart disease and cancer, and mental health conditions such as depression and suicide. There are several evidence-based interventions that may reduce excessive/binge drinking; examples include raising taxes on alcoholic beverages, restricting access to alcohol by limiting days and hours of retail sales, and screening and counseling for alcohol abuse (Centers for Disease Control and Prevention, Preventing Excessive Alcohol Use, 2020).

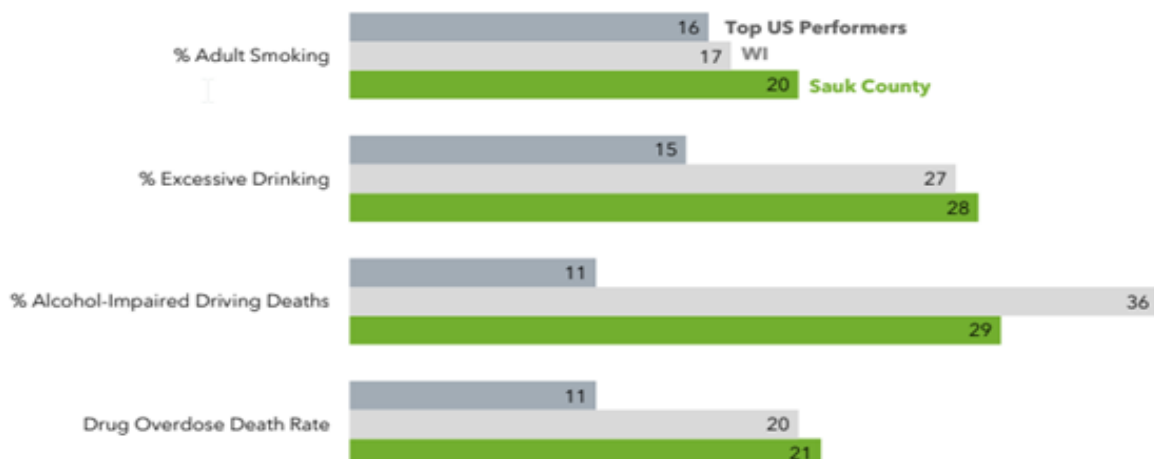
Percentage of Adults Self-Reporting Excessive Drinking, 2018



Percentage of Adults Binge Drinking in the Past 30 Days



Alcohol, tobacco, and other drug use is higher in Sauk County than in Wisconsin and is generally much higher than in top U.S. counties.

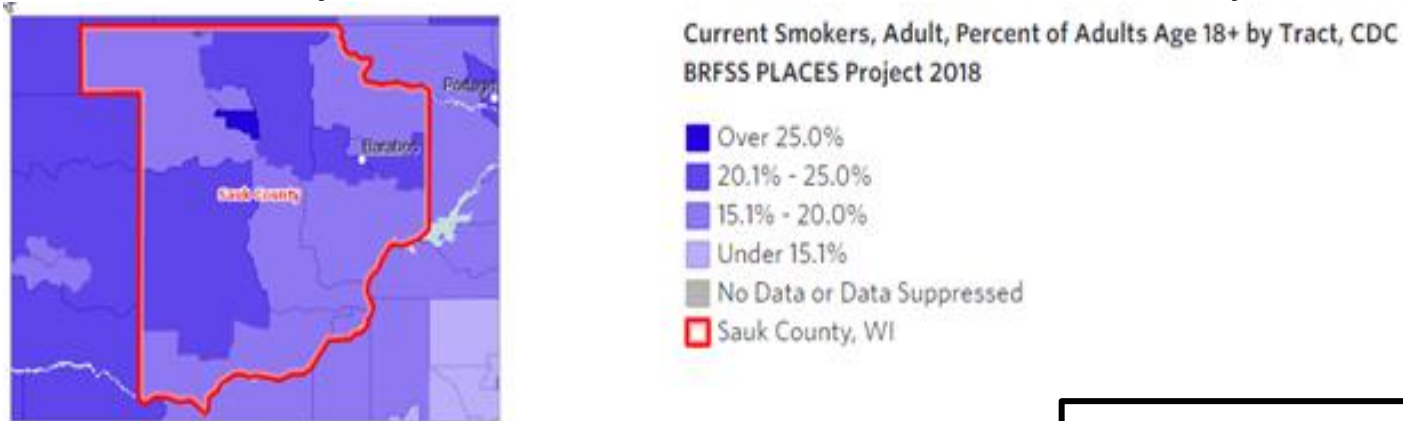


County Health Rankings, 2021

Alcohol, Tobacco and other Drug Abuse (ATODA): Secondary Data

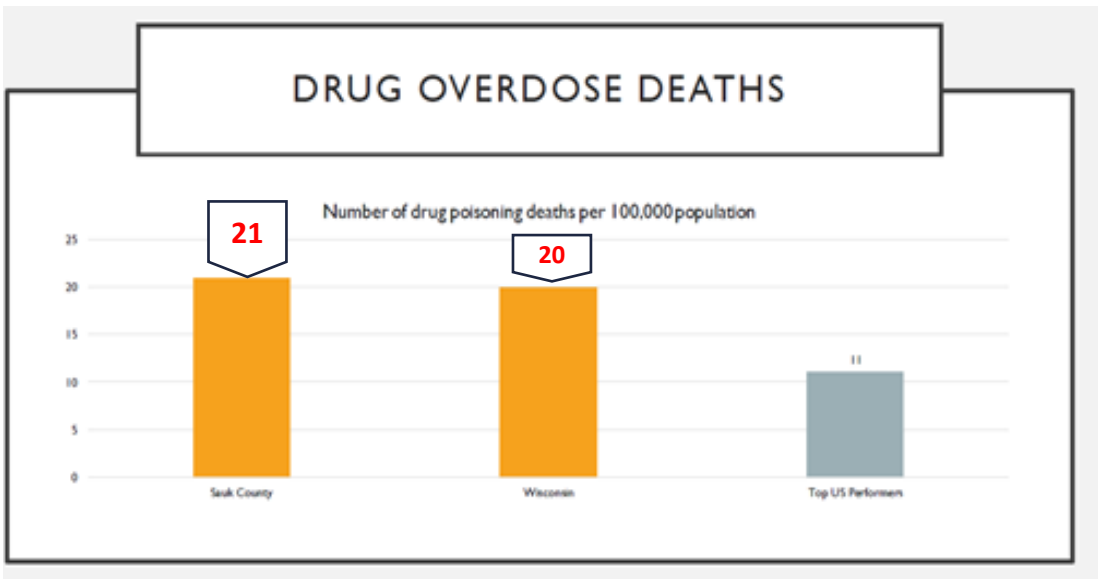
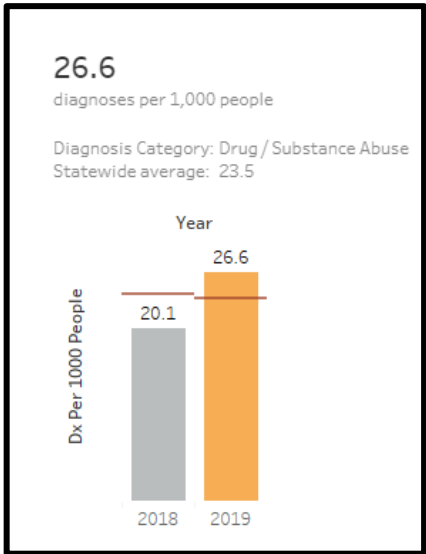
This indicator reports the percentage of adults aged 18 and older who report having smoked at least 100 cigarettes in their lifetime and currently smoke every day or some days.

Within the Sauk County area there are 18.7% adults who have smoked or currently smoke.



2019: 26.6 per 1,000 people were diagnosis with Drug/Substance abuse.

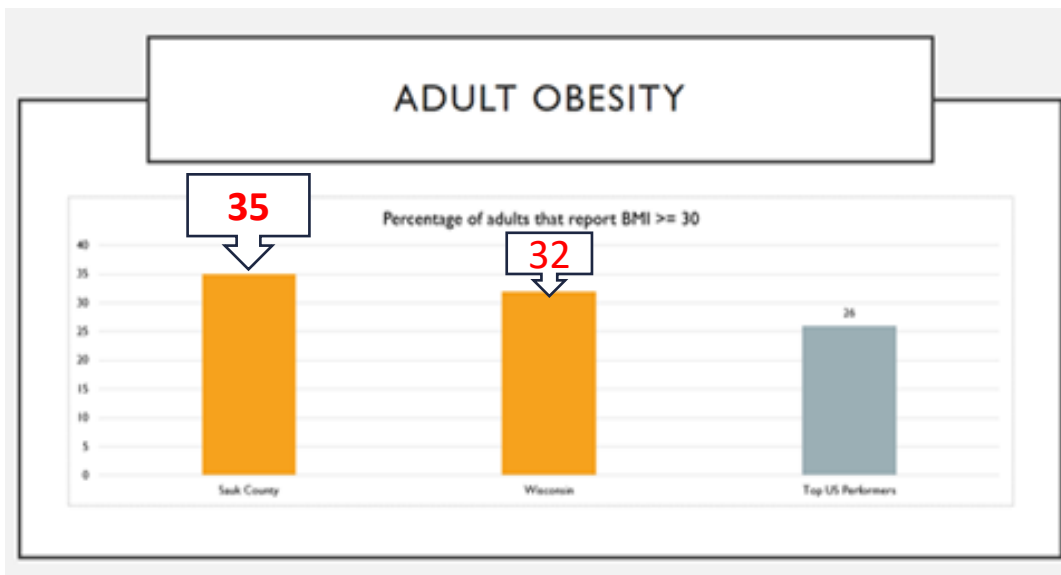
2018: 20.1 per 1,000 people were diagnosis with Drug/Substance abuse.



Per the Sauk County Health rankings, there are **21** reported drug poisoning deaths per **100,000 population**.

Obesity: Secondary Data

Measuring morbidity and mortality rates allows assessing linkages between social determinants of health and outcomes. By comparing, for example, the prevalence of certain chronic diseases to indicators in other categories (e.g., poor diet and exercise) with outcomes (e.g., high rates of obesity and diabetes), various causal relationship may emerge, allowing a better understanding of how certain community health needs may be addressed.



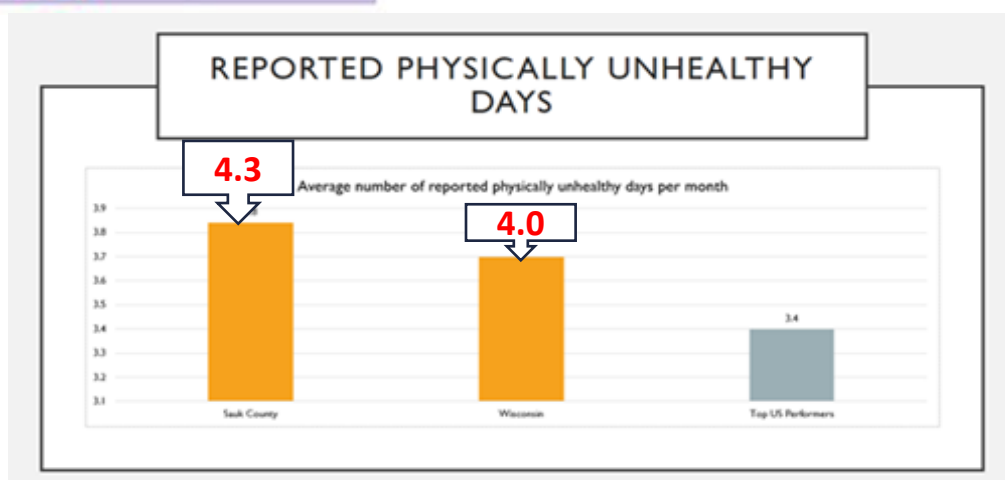
8% of the population lack adequate access to foods.



No Leisure-Time Physical Activity, Adults Age 20+, Percent by County, CDC NCCDPHP 2017

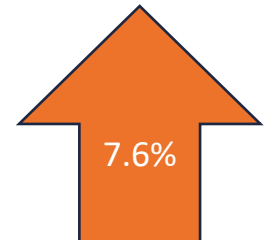
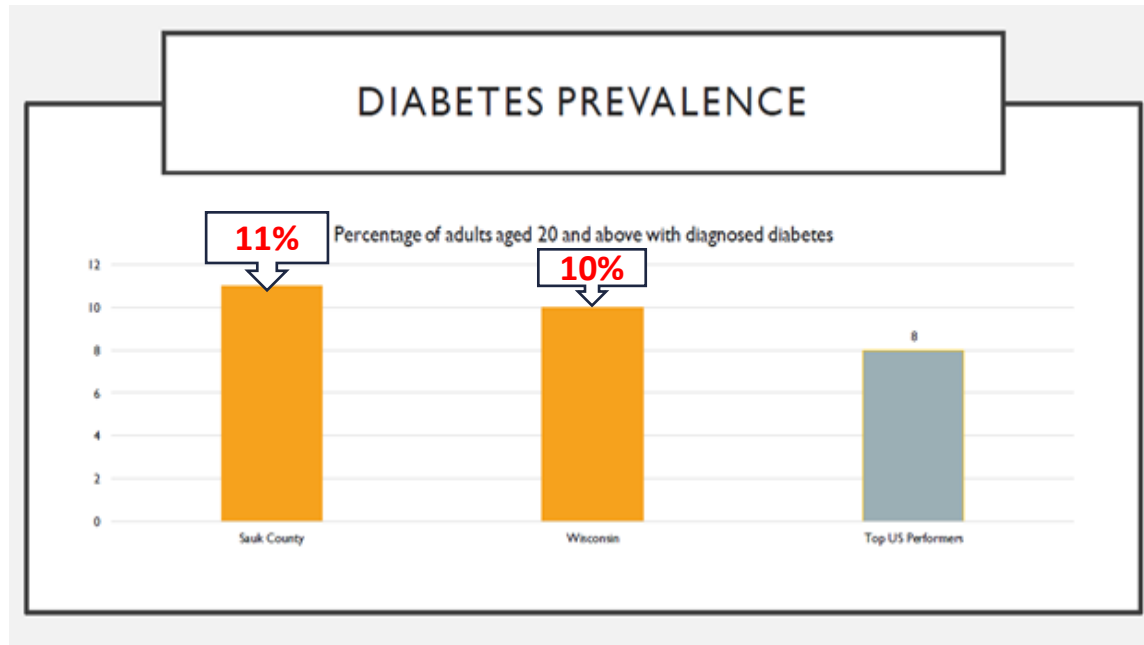
- Over 29.0%
- 26.1 - 29.0%
- 23.1 - 26.0%
- Under 23.1%
- No Data or Data Suppressed
- Sauk County, WI

2% of the population are low income and do not live close to a grocery store.

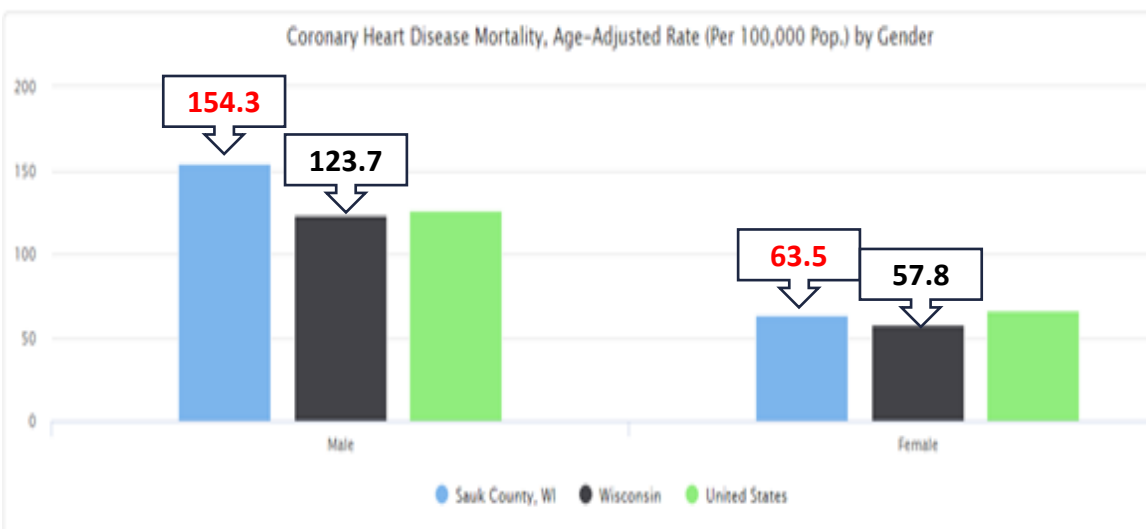


Chronic Disease: Secondary Data

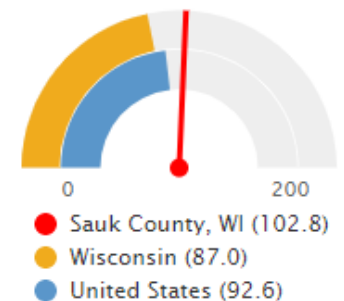
Individuals' social determinants of health, including education level, income, diet, and exercise, were strongly associated with the development of a chronic disease. One in two adults in the US has a chronic disease and one in four adults has two or more. Chronic diseases such as heart disease, cancer and diabetes are the leading causes of death and disability in the United States.



Diabetes diagnosis has been trending up in Sauk County since 2015



Coronary Heart Disease Mortality, Age-Adjusted Death Rate (Per 100,000 Pop.)



Medicare Population with High Blood Pressure by Year, 2011 through 2018

This indicator reports the percentage of the Medicare fee-for-service population with high blood pressure over time.

Report Area	2011	2012	2013	2014	2015	2016	2017	2018
Sauk County, WI	42.7%	41.8%	42.1%	41.7%	45.3%	45.6%	46.2%	45.1%

Comparing 2011 to 2018 high blood pressure among Medicare population is back on the rise from 42.7% to 45.1%

Prioritization of Health Needs

As part of the CHNA requirement, hospitals are required to evaluate the needs that are identified and validated through the data analysis. In order to do so, hospitals must establish specific criteria that will be used to assess each of the identified community needs. The system has recommended criteria and ratings that each hospital can use during prioritization. The method used to evaluate the needs as well as potential weighting is customizable based on the hospital's approach.

A two-step prioritization process is recommended. Step one of this process focuses on community-specific criteria that are rated by community members to evaluate the identified needs. This step is subjective and measures community member's perceptions of the identified needs using a strongly agree to strongly disagree 5-point Likert scale. Once the community has evaluated their needs based on their perceptions, step two is that this list is sorted in descending order by priority and then reviewed by your internal prioritization team using system feasibility criteria. The internal criteria are more objective and focus on alignment to key strategies, resources, magnitude of issue, and overall capability. Based on internal prioritization, the top-ranking priorities establish the areas of focus for the Strategic Implementation Plan.

The Health & Wellness Steering Committee considered the Social Determinants of Health (SDoH) when developing the community health survey and identifying priority areas. These social determinants can either contribute to poor health outcomes or support a healthy community including Access to Care, Education, Community Support, Economic Stability and the Built Environment.

Upon completion of primary data collection, the Sauk County Data council met monthly to analyze the community health survey, community conversations, and key informant interview responses. The analysis consisted of creating a quantitative method for measuring the qualitative data and applying a healthy equity lens to fully understand each area of improvement identified by Sauk County residents. During the data-review process, attention was directed to health issues that met any of these criteria:

- Magnitude: how many people are affected?
- Severity: how bad is it?
- Time trend: is it getting better or worse?
- Comparisons: how do we compare to the state?
- Community readiness: is it feasible to achieve success?
- Disparities: are some groups impacted more?

Although they were not identified as one of the top three priorities, we will always recognize the need to address chronic disease and obesity and their impact on mental health, affordable housing and ATODA.

2022-2024 Priority Areas

Priority 1: Mental Health

31%

of survey residents said mental services are a challenge to obtain!

- 15% of adults reporting fair or poor health.
- 12% of survey residents said everyone in their household could get the **Health services** they needed only **sometimes, rarely or never**
- 13% of adults reporting 14 or more days of **poor mental health per month**

Priority 2: Affordable Housing

28%

Of the population live in cost burdened households(housing cost are 30% or more of total household income.

- 8% of the population lack adequate access to foods.
- 40% of children enrolled in public schools are eligible for free lunch or reduce price lunch
- 2.45% of occupied housing units are **lacking complete kitchen facilities.**

Priority 3: Alcohol, Tobacco and other Drug Abuse (ATODA)

28%

Of adults self-reported excessive drinking in the last 30 days.

- 26.6 per 1,000 people were diagnosis with Drug/Substance abuse.
- As of 2019 there were 21 reported **drug poisoning deaths** per 100,000.
- Within the Sauk county area there are **18.7% adults** who have **smoked or currently smoking.**

Health Equity Lens

Health equity and empowerment lens

Equity is defined as “the absence of avoidable or remediable differences among groups of people, whether those groups are defined socially, economically, demographically, or geographically” (World Health Organization, 2016). Health is a fundamental human right, therefore, to address health inequities interventions need to be effective and sustainable, focused on empowering those experiencing inequities (WHO, 2016).

A characteristic common to groups that experience health inequities—such as poor or marginalized persons, racial and ethnic minorities, and women—is lack of political, social or economic power. Research indicates a strong relationship between self-reported racism and discrimination with negative mental health outcomes and negative health-related behaviors.



Research also indicates that chronic stress from experiencing discrimination, such as racism, throughout the lifespan can lead to negative health outcomes. These outcomes are seen even after controlling for differences such as socio-economic status and access to adequate health care. The effect can include the following:

- Higher blood pressure
- Lower immune function
- Higher rates of nicotine and alcohol use and poor nutritional intake
- Lower rates of exercise and social support
- Higher rates of infant mortality

Social determinants of health (SDoH)

The social determinants of health are the non-medical factors that influence health outcomes. They are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. Examples of these factors include safe and affordable housing, access to quality education, public safety, availability of healthy foods, accessible health care services, and positive social support systems.

Research shows that the social determinants can be more important than health care or lifestyle choices in influencing health. For example, numerous studies suggest that social determinants account for between 30-55% of health outcomes. In addition, estimates show that the contribution of sectors outside health to community health outcomes exceeds the contribution from the health sector. By applying what we know about SDOH, we can not only improve individual and community health but also advance health equity.

The Community Health survey was rooted in questions regarding the social determinants of health. Based on the community feedback, three health priorities, identified as social determinants of health, were further reviewed and analyzed for the Health & Wellness Steering Committee's final decisions.

Community Health Needs Assessment 2022

APPENDICES



Appendix A: Primary Data

Community Health Survey Questions

The following questions asked respondents to respond between Strongly Agree, Agree, Neither Agree or Disagree, Disagree, Strongly Disagree or Not Applicable or Not Sure.

- I get along with most of my neighbors.
- Typically, there are opportunities for people like me to gather in my community (for example, at events, parks, places of worship, community centers, and libraries).
- My community has enough jobs that pay a living wage.
- Schools in my community provide high-quality education for children.
- There are enough safe, affordable houses and apartments in my community.
- My community is a good place to raise children.
- I feel accepted in my community.
- I receive useful information about health and services from my local public health department and/or healthcare providers.
- I feel safe in my community.
- The police help me feel safer in my community.
- Decisions in my community are made with resident participation. That is, leaders listen to resident concerns and take appropriate action.

The following questions asked respondents to respond between Always, Often, Sometimes, Rarely or Never. Additional follow up questions were asked based on initial response.

- My household has transportation that we can depend on to meet our daily needs. Transportation includes, for example: car, truck, bike, rides from family/friends, Uber/Lyft, ride sharing, carpooling, taxi, or walking.
- My household can get healthy food to eat.
 - Why is getting healthy food a challenge for your household? Please select all that apply:
- Everyone in my household can get the health services we need, including services for physical health, dental health, mental health, and substance use-related health.
 - Which types of health services are difficult to get for you and/or other household member(s)?
 - Why is getting these health services a challenge for you and/or other household member(s)?
- I and/or someone in my household experiences discrimination in my community.
 - What type(s) of discrimination have you and/or your household member(s) experienced in your community? “I or my household member(s) have experienced discrimination based on _____.”
 - In what situations have you and/or your household member(s) experienced discrimination in your community?

Appendix A: Primary Data

Community Health Survey Questions

The following questions helped us better understand our community members. Respondents had the choice to not answer any questions and all responses were confidential and anonymous.

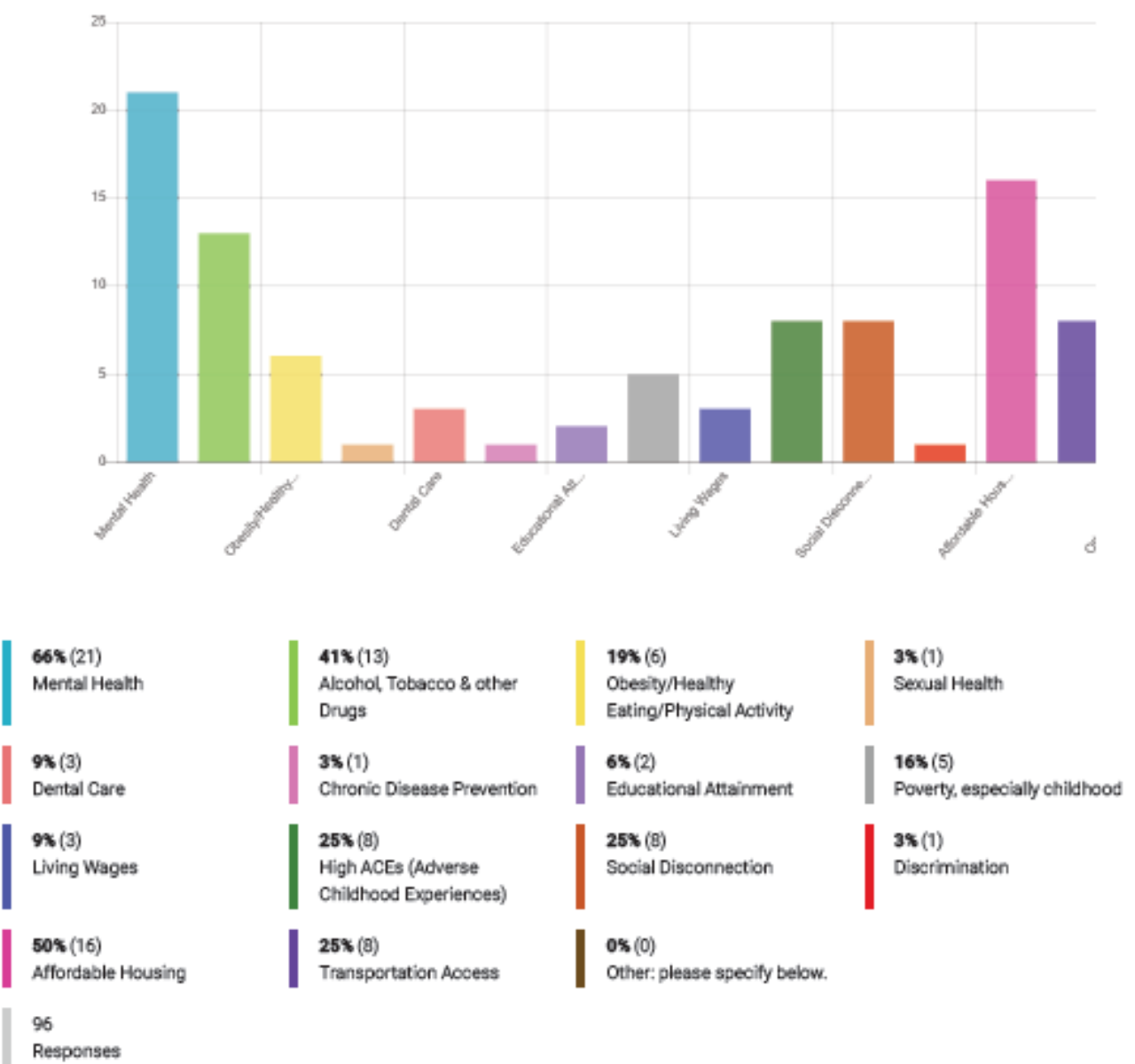
- How would you rate your physical health, in general?
- Thinking about your mental health, which includes stress, depression and problems with emotions, how would you rate your mental health, in general?
- What is your gender?
- What is your sexual orientation?
- With which race/ethnicity do you identify?
- What language(s) do you speak at home?
- What is your age group?
- What is the highest level of education you completed?
- What is your employment status?
- How would you describe your current financial situation?
- What is your annual household income before taxes?
- Do you consider yourself to be a person with a disability?
- Please select the type(s) of disabilities that apply to you.
- Do you currently have health insurance?
- Do you currently have dental insurance?
- Including yourself (if you are an adult), how many adults (age 18 and over) live in your household?



Survey Final Results

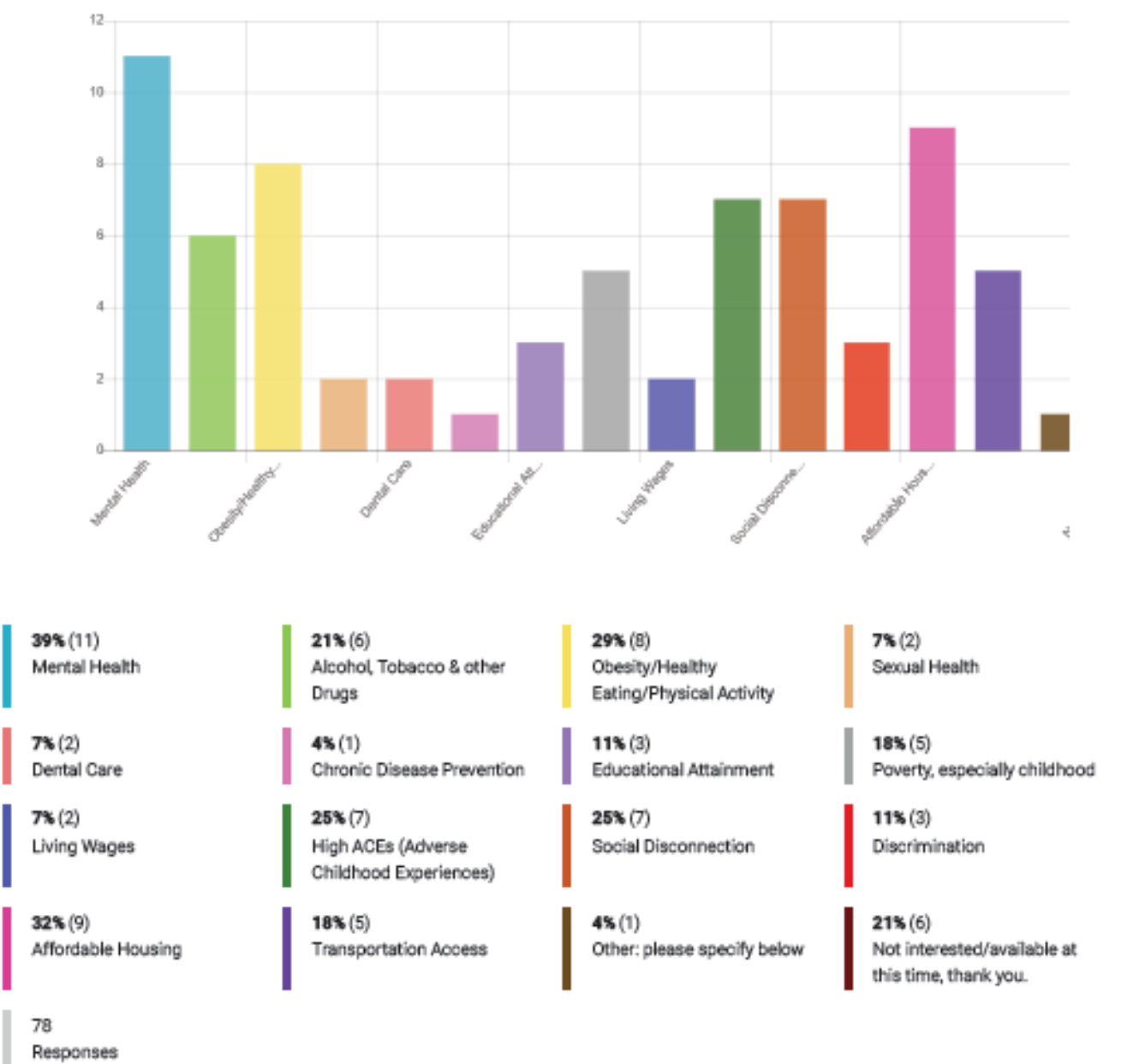
Making our Sauk County Communities Healthier

- 1 These are the health factors that have been identified for improving the health of Sauk County residents. Please choose your top three (3) priorities ONLY. Consider these criteria for choosing: How many people are affected / How bad is it / Is it getting better or worse / How do we compare to the state / Is it feasible to achieve success / Are some groups impacted more?



Survey Final Results

- 2 Other/More information: Please specify "other" here if you chose it above and/or please share any comments on the priorities you chose.
- 3 Please select the issue(s) that you would be interested in joining an action team to work on, if chosen as a priority. Select as many as you'd like.



Survey Final Results

- 4 Other/More information: Please specify "other" here if you chose it above AND please share your specific interests, skills and abilities to work on an action team addressing any of the above issues.

I have been working through an ACE workbook myself to heal from childhood trauma, I would love to share what I've learned or help others navigate through the work book as well. I have a lot of experience with mental health both personally and professionally. I have a passion for disadvantaged children/adolescents having been one. Professionally I'm a nurse working at Madison College - worked in local rural hospitals so I have a fair amount of experience in understanding the communities needs. Also, I am neurodivergent and can relate information to fellow neurodivergent community members.

Still dealing with family issues (with both my parents passing) at this time. I would be interested in in the future if you have an important identified topic that no one else accepts ownership of... Keep me in mind and please reach out .

Appendix B: Primary Data Community Conversations & Key Informant Interviews

- In your opinion, what makes a community healthy?
- Imagine you are designing a healthy community. What would it look like? What would make it a healthy place to live?
- What about issues like housing, good-paying jobs, and social connection—how big of a role do these issues play in making a community healthy?
- Now think about your community. What do you think prevents your community from being healthier?
- What prevents people in your community from being healthy, making healthy decisions, and accessing healthcare?
- What strengths does your community have that we could build on to make it a healthier place?



Community Conversation with Reedsburg Young Professionals - July 15, 2021

Good things about Reedsburg area:

- Organized health-related community events such as 5K races, Vet Fest, bike helmet initiative, etc.
- Strong parks and recs. Disc golf course and pickle ball – great additions
- Boys & Girls Club
- Webb Park activities
- Many playgrounds throughout city
- Great place to raise family
- Great schools
- Healthcare
- People genuinely care about the area and are passionate about whatever interests them. We want to see each other grow and succeed.
- Many state parks, lakes, rivers, hiking/biking/walking trails

Challenging things about Reedsburg area:

- Not very diverse
- Could be more accepting of minority groups
- Communication about what is available to residents. Lots of good things offered but not enough people know about them. Community leaders know about what is being offered but don't communicate it to residents.
- Chamber of Commerce shares good info but mostly with chamber members. Needs to be more publicly distributed.
- Public information sharing is often done by an older generation who may not be very tech savvy. Missing the opportunities to connect to younger people in ways that actually reach them.
- Residents get a lot of information from social media groups (Reedsburg Community group, for example) instead of directly from where the info originated (or should originate).
- Website searches are not always user friendly so people resort to social media groups
- There are many opportunities for employment but wages are low

Needs in the Reedsburg Area:

- Safe spaces for queer community
- Increased diversity
- Social group for young adults. This would help encourage positive connections between people with similar interests
- Places for teens to hang out
- After school programs other than Boys & Girls Club. Could be city driven and include baseball camps, magic camps, etc.
- YMCA
- More events for young adults
- More parks like Wellness Park located where it would be more accessible to people living in inner city
- More healthy food options in restaurants
- Community garden; landscape with forageable foods
- Bigger farmers markets
- Healthy habits community-wide initiatives

Housing Concerns:

- Need avenues and opportunities that encourage people to move in the direction of home ownership
- Population is growing but it's hard to find affordable housing
- Need subsidized housing
- Rental units often cost as much as a mortgage
- Having more housing that is affordable would increase the population and drive commerce (bring in the Target that everyone wants!)
- Having more housing that is affordable would help fill labor demands
- Property taxes are high

Healthcare Concerns:

- Healthy food is expensive
- Inexpensive food is not healthy
- Not a priority for some people until something bad happens to them
- Things that prevent someone from seeking healthcare:
 - Cost
 - Time
 - Lack of insurance coverage
 - Gap between qualifying for assistance and being able to pay for it without assistance is large. Someone may make too much money to qualify for assistance but struggle to pay for it on their own. There should be incremental steps instead of either qualify or not qualify based on income.

Top issues to address in Sauk County:

- Mental health. Normalize mental health issues, make them less of a stigma. Provide education and support groups. Need more mental health clinics/providers.
- Nutrition & exercise. Healthy habits start young.
- Dementia-friendly
- Substance abuse
- Daycare. Very long wait lists.
- Increasing our labor pool to meet the demands of business who cannot find enough workers
- Transportation. Taxi services are expensive and unreliable, slow to respond. Sometimes Bar Buddies is used in place of cabs because they are more responsive.

Community Conversation with RICDC – Reedsburg Industrial & Commercial Development Commission – June 15, 2021

Good things about Reedsburg area:

- Lots of green space and parks, good for fresh air and exercise, recreational opportunities. Nishan Park is a huge advantage. Wellness Park, public pool and planned Splash Pad, lots of playgrounds
- Good paying jobs with benefits
- Access to healthcare
- Attractive to young families with kids
- Great school system
- We understand and support each other
- Good community involvement
- Growing population
- Growing commercial & industrial development
- New housing is underway, including single family, multi-family, and apartments
- Agreement among our community leaders and residents in the direction we are heading/growing
- Attractive to new businesses, but labor pool is small. The increase in housing should help with this.
- Safe community
- Close proximity to big city amenities, but we have a small town feel

Challenging things about Reedsburg area:

- Not a lot of recreational/social activities for adults. Young adults move away because of lack of activities; however, many return once they have families.
- Lack of participation in in-person adult activities that are scheduled. Organizers get discouraged.
- People are choosing technology over personal contact
- Lack of winter activities for adults and kids, not much to do in colder months
- Availability of fresh produce. Farmers Markets are held on weekdays, but it would be nice to have some in the evenings and especially weekends. People are going out of town on weekends to find farmers markets.
- Downtown parking is challenging. Everyone parks on Main Street. Parking lots are available behind stores but unattractive. Need better signage on businesses in the back parking lots.
- Not enough daycare available. Waiting lists are long.
- Healthcare providers have a long wait time to schedule appointments
- We are in the shadow of Madison. If people cannot get in to see local providers in a timely fashion, they go elsewhere.
- Healthcare providers choose to work in bigger cities with more pay. This contributes to the long wait time for the providers who are here.
- Big commercial chains often squeeze out local businesses

Top issues to address in Sauk County:

- Mental health, especially after COVID, with a focus toward young people
- Nutrition & exercise
- Dementia-friendly
- Substance abuse
- Daycare
- Increasing our labor pool to meet the demands of incoming business who cannot find enough workers
- Transportation. Would like to see county-wide busing

Appendix C: Secondary Data

Data Source	Description
American Community Survey (US Census Bureau)	The American Community Survey (ACS) helps local officials, community leaders, and businesses understand the changes taking place in their communities. It is the premier source for detailed population and housing information about our nation.
County Health Rankings and Roadmaps	The annual Rankings provide a revealing snapshot of how health is influenced by where we live, learn, work and play. It provides a starting point for change in communities.
Wisconsin Dept of Health Services – Data and Statistics	Health-related data from over 100 federal and state data tracking and database systems.
Community Commons	Community Commons is a site that holds curated tools, resources, and inspirational stories to drive public health work forward. Data tools, maps, and tables on this site are created to build healthy, equitable, and sustainable communities.
211 Counts	2-1-1- Counts offers data about the top requests- the most important basic needs of callers such as food, shelter, and clothing.
Wisconsin Hospital Association CHNA Dashboard	The Mapping Tool allows hospitals, and community partners, the opportunity to identify areas of need in their community by analyzing clinical conditions and community characteristics. Using data from both the WHA Information Center and American Community Survey, the tool allows for specific analysis down to the census tract level of individual communities.

Appendix D: Secondary Data County Health Rankings

SAUK COUNTY HEALTH RANKINGS

Health Outcomes



Sauk (SA) is ranked in the higher middle range of counties in Wisconsin (Higher 50%-75%)

Health Factors



Sauk (SA) is ranked in the higher middle range of counties in Wisconsin (Higher 50%-75%)

Health Outcome	Sauk County	Trend	Wisconsin
Premature Death	5,900	Improving	6,300
Poor/Fair Health	15%	Neutral	15%
Poor Physical Health Days	3.8	Worsening	3.7
Poor Mental Health Days	4.3	Worsening	4.0
Low Birthweight	6%		7%
Diabetes Prevalence	11%	Worsening	10%
Adult smoking	20%	Worsening	17%
Adult Obesity	35%	Worsening	32%
Physical Inactivity	18%	Improving	20%
Excessive Drinking	28%	Worsening	27%
Alcohol Impaired Driving Deaths	29%	Improving	36%
Sexually Transmitted Infections (STIs)	401.7		483.5
Teen Births	15		15
Limited Access to Healthy Food	2%		9%
Drug Overdose Deaths	21	Worsening	20
Preventable Hospital Stays	4,411	Improving	3,747
Injury Deaths	86	Worsening	84
Residential Segregation Black/White	64		76
Suicides	15	Neutral	15
Air Pollution	6.8		7.0

Healthy Resources

www.ramchealth.com/community-health/healthy-resources

We are honored to be your resource connection. Please use the below links for more information.

As always, call 9-1-1 if you are experiencing a medical emergency.

•[Sauk County Public Health](#)

•[Sauk County Resource Guide](#)

•[Sauk County Transportation Service](#)

[Alcohol & Drug Abuse](#)

•[American Cancer Society](#)

•[American Heart Association](#)

•**Alzheimer's Support Group** - Call Carol Olson with Alzheimer's & Dementia of WI at [608-742-9055](tel:608-742-9055) or email Carol.olson@alzwisc.org for more information.

•[The Arthritis Foundation](#)

•**Birth to 3 Intervention Program & Autism Services** - Sauk County Human Services Open Monday - Friday from 8:00 a.m. - 4:30 p.m. Call [608-355-4200](tel:608-355-4200) for more information.

•**Breastfeeding Support** - A lactation specialist/breastfeeding area is conveniently located within our Birth Center and offers a wide range of resources for breastfeeding mothers, their infants and families. Jan Hasler, IBCLC (International Board Certified Lactation Consultant), is available before, during and after the birth of your baby.

•**Cancer Support Group** - Call the American Cancer Society at [1-800-227-2345](tel:1-800-227-2345) for groups near you.

•**Coalition for the Homeless** - Sauk County - Call [1-888-472-8526](tel:1-888-472-8526).

•[Diabetes Foundation](#)

•**Domestic Abuse/Sexual Assault Support Group** - [Hope House-Baraboo](#). Call [608-356-7500](tel:608-356-7500) for more information. Crisis line: [1-800-584-5692](tel:1-800-584-5692).

Healthy Resources

- Drug Collection Unit** - Pill Disposal & Collection unit available at [Reedsburg Police Department](#) for disposal of controlled substances, over-the-counter and pet medications, samples, vitamins, liquids and creams.
- [Freedom from Smoking](#)** - American Lung Association Online
- [Medication Assisted Treatment](#)**
- [Mental Health & Recovery Services](#)**
- [Mental Health & Recovery Services \(Espanol\)](#)**
- [Mesothelioma Cancer Alliance](#)**
- Multiple Sclerosis Support** - Call [608-963-9312](#) for more information.
- NAMI (Nat'l Alliance for Mentally Ill)** - For more information, call [608-768-5375](#) or email fredandbevenfield@verizon.net. Crisis line: [1-800-533-5692](#).
- [Safe Harbor House](#)** - Homeless Shelter for women and children in Reedsburg. Call [608-768-0040](#) for more information.
- [Sepsis Awareness](#)**
- SIDS Risk Information & Training** - Coordinated Child Care Inc. Madison (4-C) Call [608-271-9181](#) for more information or www.4-C.org for a list of support groups.
- Vaccines for Your Children** - information and schedules at Centers for Disease Control:
<https://www.cdc.gov/vaccines/parents/index.html>
<https://www.cdc.gov/vaccines/parents/resources/childhood.html#video>
- [Weight Watchers](#)**
- [Wisconsin Public Health](#)**

Suicide Prevention Resources

Algee—The Action Plan

Mental Health First Aid 5-Step Action Plan, to help a person in distress.

- Assess for risk of suicide or harm.
- Listen without judgment.
- Give re-assurance and information.
- Encourage appropriate professional help.
- Encourage self-help and other support strategies.

National Suicide Prevention Lifeline

is FREE, confidential, and always available. HELP a loved one, a friend, or yourself. Suicide is preventable. Call the Lifeline. **1-800-273-TALK (8255)**

Reedsburg Area Medical Center Emergency Department

If you or someone you know needs immediate help, RAMC's Emergency Department is available 24/7 to provide intervention.

608-524-6487

2000 North Dewey Avenue, Reedsburg

Sauk County Crisis Line

24-hour Crisis Line available **1-800-533-5692**

Talk to individuals well-trained in crisis intervention and who are supported by on-call professionals.

Wisconsin Farm Center Help Line

Staffed from 7:45am - 4:30pm, Monday-Friday

1-800-942-2474

Offers assistance with almost anything, including:

- Financial challenges, questions or advice
- Natural disaster assistance
- Locating community resources
- Just someone to talk to



Suicide Prevention Resources

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- Just someone to talk to

RESOLUTION NO. 4464-22

AUTHORIZING RESOLUTION TO COMMIT MATCH FUNDS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REEDSBURG, providing a Guarantee of Matching Funds for the 2022 CDBG-PFED Application

Relating to the City of Reedsburg participation in the Community Development Block Grant Public Facilities for Economic Development (CDBG-PFED) Program

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) Public Facilities Economic Development program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or economic development activities; and

WHEREAS, the Common Council of the City of Reedsburg has authorized the submission of a CDBG Public Facilities Economic Development application to the State of Wisconsin for the following project: ***Hotel Infrastructure and Intersection Improvements***; and

WHEREAS, an adequate local financial match (50%) must be provided for the proposed CDBG Public Facilities Economic Development project by the City of Reedsburg.

NOW, THEREFORE, BE IT RESOLVED, that the City of Reedsburg does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of **\$322,500**.

ADOPTED on this 14th day of February, 2022.

Dave Estes, Mayor

Jacob Crosetto, City Clerk - Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. _____, dated February 14, 2022

Date Passed: February 14, 2022

Vote: _____

[illegible]

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

CITIZEN PARTICIPATION CERTIFICATION for Public Hearing #1

I, Jacob Crosetto, on behalf of the City of Reedsburg, hereby
(Clerk or Representative's Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)

certify that adequate notice of the Public Hearing was provided by means of (select one):

- a. ☒ Fourteen (14) days, or more, advance notice print publication in the local newspaper;
- b. ☐ A Class 2 notice print publication in the local newspaper; or
- c. ☐ Other: Fully describe the notice process used,

in accordance with the currently adopted Citizen Participation Plan (effective at the time of publication), and that the following checked topics were discussed at the Community Development Block Grant

(CDBG) Citizen Participation Public Hearing held at 6:00 PM on February 14, 2022 :
(Time: 00:00 am/pm) (Date: Month, Day, Year)

Items Discussed at the Public Hearing	Agenda Items / Topics Covered
☒	2. Basic overview of the Community Development Block Grant (CDBG) program. (Required)
☒	3. The Community Development Block Grant (CDBG) funds available for (Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying): a. ☒ Housing (CDBG-HSG); b. ☒ Planning (CDBG-PLNG); c. ☒ Public Facilities (CDBG-PF); d. ☒ Economic Development (CDBG-ED); and/or e. ☒ Public Facilities for Economic Development (CDBG-PFED) f. ☐ Other: _____
☒	4. Types of activities eligible for CDBG funding for (Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying): a. Housing (CDBG-HSG): i. ☒ Rehabilitation ii. ☒ Homebuyer Assistance iii. ☒ Special Housing Projects iv. ☐ Other: _____ v. ☐ Other: _____

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

- b. ☒ Planning (CDBG-PLNG);
- c. ☒ Public Facilities (CDBG-PF);
- d. ☒ Economic Development (CDBG-ED); and/or
- e. ☒ Public Facilities for Economic Development (CDBG-PFED)
- f. ☒ Close/former Revolving Loan Funds (CDBG-CL).

- ☒ 5. Housing needs identified prior to the Public Hearing and/or by attendees of the Public Hearing. *(Required to be discussed at the 1st or 2nd Public Hearing for a CDBG Project)*
- ☒ 6. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified prior to the Public Hearing and/or by attendees of the Public Hearing. *(Required)*
- ☒ 7. Activities proposed for the CDBG application. *(Required)*
- ☒ 8. The potential for residential and/or business displacement as a result of the proposed CDBG activities. *(Required if any potential for possible displacement)*
- ☒ 9. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. *(Required)*

**** Minutes from Public Hearing #1 (described above) are submitted with the CDBG Application. ****

City Clerk-Treasurer / Finance Director Signature of the Municipal Clerk or Designated Authorized Representative Title (& Organization if not from UGLG)	02/14/2022 Date Signed
Mayor Signature of the Chief Elected Official (CEO) Title	02/14/2022 Date Signed
Dave Estes Typed Name of the Chief Elected Official (CEO)	

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Certification (Public Hearing #1)

CITIZEN PARTICIPATION #1 CERTIFICATION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) must hold at least two (2) Public Hearings, one prior to application and one during the course of its Community Development Block Grant performance period, if awarded CDBG funds, according to the schedule established within the CDBG Grant Agreement. This form should be completed and submitted to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG's CDBG Application.

- Fill in the "Clerk or Representative's Name", the "City/Town/Village/County" (select UGLG Type designation), the "Grantee/UGLG/Community Name", along with the "Time" and "Date" that the Public Hearing was held.
- Indicate which topic(s) were discussed at the Public Hearing by marking the checkbox(es) that appear to the left of the listed "Agenda Items / Topics Covered" section.

IMPORTANT REMINDER!

A full copy of the meeting minutes from this Public Hearing must be submitted with the UGLG's CDBG Application.

- The **Citizen Participation Certification** form must be signed by the UGLG's municipal Clerk or a designated representative authorized by the UGLG to certify the public hearing content. Make sure to provide the signature and "Title" of the Clerk or designated representative. Include the name of the designee's affiliated firm/organization if it is not an employee or official of the municipality. Fill in the date the form is signed by the Clerk or designated representative.
- The **Citizen Participation Certification** form must be signed by the UGLG's Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.

[Electronic forms of signature will be accepted for CDBG application forms and attachments. Refer to the CDBG-PF and CDBG-PLNG Application Instructions for acceptable forms of electronic signature.]

- Retain the *original* completed **Citizen Participation Certification** form for in the UGLG's prospective grant file and **submit a copy of the Certification and public hearing meeting minutes to DEHCR with the UGLG's CDBG Application materials.** The completed form and minutes **must** be submitted to DEHCR with the UGLG's CDBG application.

RESOLUTION NO. 4465-22

AUTHORIZING RESOLUTION TO SUBMIT A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

Relating to the City of Reedsburg participation in the Community Development Block Grant Public Facilities for Economic Development (CDBG-PFED) Program

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or economic development activities; and

WHEREAS, after public meeting and due consideration, the Common Council has recommended that an application be submitted to DEHCR for the following project: **Hotel Infrastructure and Intersection Improvements**; and

WHEREAS, it is necessary for the Common Council to approve the preparation and filing of an application for the City of Reedsburg to receive funds from this program; and

WHEREAS, the Common Council has reviewed the need for the proposed project and the benefit to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the City of Reedsburg does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the Mayor, Dave Estes, is hereby authorized to sign all necessary documents on behalf of the City of Reedsburg; and the authority is hereby granted to the Common Council to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this 14th Day of February 2022.

Dave Estes, Mayor

Jacob Crosetto, City Clerk - Treasurer

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Reedsburg by Resolution No. _____, dated February 14, 2022

Date Passed: February 14, 2022

Vote: _____

RESOLUTION 4467-22

**RESOLUTION APPOINTING AUTHORIZED REPRESENTATIVE TO FILE
APPLICATIONS FOR FINANCIAL ASSISTANCE FROM
USDA RURAL DEVELOPMENT AND
STATE OF WISCONSIN CLEAN WATER FUND**

WHEREAS, it is the desire of the City of Reedsburg, a Wisconsin municipal corporation, to file several applications for state and federal financial assistance for upgrades to its wastewater treatment facilities under the Wisconsin Environmental Improvement Fund (ss.281.58 and 281.59. Wis. Stats.) and the United States Department of Agriculture (USDA) Rural Development, Rural Utilities Service Water and Wastewater Funding Program; and

WHEREAS, it is necessary to designate a representative for filing said applications;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reedsburg that the City Administrator is hereby appointed as the authorized representative for the City of Reedsburg for the purpose of filing these applications, and that the representative is further authorized and empowered to do all the things necessary in connection with said applications.

Timothy Becker, City Administrator

CERTIFICATE

STATE OF WISCONSIN)
) ss.
COUNTY OF SAUK

I, Jacob Crosetto, City Clerk-Treasurer of the City of Reedsburg, do hereby certify that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Reedsburg, held at the City Hall on the 14th day of February, 2022, at _____ p.m., the vote on the resolution being ____ Aye and ____ Nay.

Jacob Crosetto, City Clerk-Treasurer
City of Reedsburg
Sauk County



To: City of Reedsburg
From: Raine Gardner, PE
Subject: Webb Park Splashpad Project
Date: February 10, 2022

Today, MSA opened bids for the Webb Park Splashpad Project. We received four (4) bids with base bid costs ranging from \$495,990.75 - \$570,251.70. Also, two (2) alternates were bid with the project and they were:

- **Additive Alternate #1**- Contractor to preform all the concrete sidewalks to the splashpad area. Bids ranged from \$19,833.60-\$43,248.00.
- **Additive Alternate #2** – Contractor to install all the City procured park amenities – benches, bike racks, and trash receptacles. Bids ranged from \$1,217.02 - \$3,500.00.

The low, responsive bidder was Pember Companies. The overall project base bid and alternates from Pember are under the engineer's estimate as show below:

		Base Bid	AA 1	AA 2	Total
	Engineer's Estimate	\$517,875.00	\$25,560.00	\$1,500.00	\$544,935.00
	Pember Companies	\$495,990.75	\$19,833.60	\$2,725.00	\$518,549.35

The overall project bid costs with the other project costs are shown below:

	Costs (\$)
Bid Costs (Base Bid with Alternates)	\$518,549.35
Arch Study and Geo-Tech	\$5,150.60
Splashpad Equipment	\$128,583.45
Engineering	\$80,000.00
Shade Structures	\$35,174.73
Contingency	\$30,000.00
TOTAL=	\$797,458.13

[OFFICE STREET ADDRESS], [OFFICE ADDRESS2] [OFFICE CITY], [OFFICE STATE] [OFFICE ZIP]

P [OFFICE PHONE] • TF [OFFICE TOLL FREE] • F [OFFICE FAX]

[OFFICE WEBSITE]

Page 1 of 2

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MEMO

February 10, 2022

With reviewing the overall project costs and bid prices, generally it can be noted there is a 10-15% increase in construction costs due to what we are seeing as inflation. With this, Pember Companies will be performing most of the work in house, including the concrete work, which helped with costs in their bid. We did confirm with Pember that they are good with their bid and costs.

Again, the City did receive a Land and Water Conservation Grant from the WDNR for \$399,750.00 for a total project cost of \$799,500.00. With the other donations the City has received, a total review of the budget will need to be considered.

With the above information, we would recommend the base bid and both alternates to Pember Companies for a total cost of \$518,549.35.

If you have any questions, please feel free to reach out to me at rgarnder@msa-ps.com or 608-355-8913. Thank you.

City of Reedsburg Webb Park Splashpad (#8103674)
Owner: City of Reedsburg
Solicitor: MSA Professional Services, Inc - Baraboo
02/10/2022 10:00 AM CST

				Engineer Estimate		Pember Companies, Inc.		JMJ Construction		Joe Daniels Construction Co., Inc.		Harmony Construction Management	
ITEM NO.	Item Description	UoFM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID													
1	Mobilization, Bonds, and Insurance	LS	1	\$50,000.00	\$50,000.00	\$51,700.00	\$51,700.00	\$7,942.17	\$7,942.17	\$35,000.00	\$35,000.00	\$16,000.00	\$16,000.00
2	Erosion Control	LS	1	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$3,804.39	\$3,804.39	\$2,930.00	\$2,930.00	\$2,125.00	\$2,125.00
3	Erosion Mat	SY	250	\$3.00	\$750.00	\$3.50	\$875.00	\$9.09	\$2,272.50	\$10.00	\$2,500.00	\$2.50	\$625.00
4	Turbidity Barrier	LS	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$3,510.84	\$3,510.84	\$1,850.00	\$1,850.00	\$1,853.00	\$1,853.00
5	Turf and Site Restoration	LS	1	\$8,000.00	\$8,000.00	\$11,000.00	\$11,000.00	\$4,420.84	\$4,420.84	\$25,000.00	\$25,000.00	\$26,982.50	\$26,982.50
6	Sodding	SY	900	\$18.00	\$16,200.00	\$15.00	\$13,500.00	\$20.94	\$18,846.00	\$6.00	\$5,400.00	\$7.00	\$6,300.00
7	Traffic Control	LS	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$3,393.42	\$3,393.42	\$1,650.00	\$1,650.00	\$1,800.00	\$1,800.00
8	Concrete Quality Control	LS	1	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$2,043.09	\$2,043.09	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
9	Unclassified Excavation	LS	1	\$20,000.00	\$20,000.00	\$37,000.00	\$37,000.00	\$19,198.15	\$19,198.15	\$28,000.00	\$28,000.00	\$16,415.00	\$16,415.00
10	Excavation Below Subgrade	CY	200	\$25.00	\$5,000.00	\$65.00	\$13,000.00	\$32.23	\$6,446.00	\$52.00	\$10,400.00	\$23.00	\$4,600.00
11	5-inch Concrete Sidewalk with Base	SF	860	\$8.00	\$6,880.00	\$7.45	\$6,407.00	\$9.39	\$8,075.40	\$14.40	\$12,384.00	\$8.70	\$7,482.00
12	5-inch Colored Concrete Sidewalk with Base	SF	450	\$10.00	\$4,500.00	\$8.90	\$4,005.00	\$20.20	\$9,090.00	\$18.50	\$8,325.00	\$9.50	\$4,275.00
13	Thickened Edge Concrete Sidewalk with Base	LF	35	\$25.00	\$875.00	\$14.45	\$505.75	\$110.21	\$3,857.35	\$19.00	\$665.00	\$18.00	\$630.00
14	1 1/4-inch Crushed Aggregate Base Course	TON	150	\$14.00	\$2,100.00	\$28.45	\$4,267.50	\$34.76	\$5,214.00	\$23.50	\$3,525.00	\$22.80	\$3,420.00
15	3-inch Aggregate Base Course	TON	180	\$14.00	\$2,520.00	\$23.60	\$4,248.00	\$33.07	\$5,952.60	\$23.50	\$4,230.00	\$22.89	\$4,120.20
16	SAS Roadway Fabric	SY	350	\$3.00	\$1,050.00	\$3.10	\$1,085.00	\$6.68	\$2,338.00	\$5.00	\$1,750.00	\$2.30	\$805.00
17	Concrete Playground ADA Ramp with Base	LS	1	\$4,500.00	\$4,500.00	\$780.00	\$780.00	\$3,029.42	\$3,029.42	\$1,440.00	\$1,440.00	\$2,600.00	\$2,600.00
18	24-inch Concrete Curb and Gutter	LF	230	\$35.00	\$8,050.00	\$29.00	\$6,670.00	\$31.24	\$7,185.20	\$41.50	\$9,545.00	\$35.00	\$8,050.00
19	Splashpad, Installation	LS	1	\$250,000.00	\$250,000.00	\$200,000.00	\$200,000.00	\$195,667.49	\$195,667.49	\$225,733.00	\$225,733.00	\$283,884.00	\$283,884.00
20	Imported Granular Backfill	TON	20	\$15.00	\$300.00	\$23.50	\$470.00	\$92.17	\$1,843.40	\$20.50	\$410.00	\$15.30	\$306.00
21	Medium Rip-Rap with Fabric	SY	150	\$65.00	\$9,750.00	\$30.55	\$4,582.50	\$61.76	\$9,264.00	\$70.00	\$10,500.00	\$48.00	\$7,200.00
22	Connect to Existing Water Service (Pool Equipment Room)	LS	1	\$4,500.00	\$4,500.00	\$8,200.00	\$8,200.00	\$14,665.74	\$14,665.74	\$7,890.00	\$7,890.00	\$12,208.00	\$12,208.00
23	4-inch DI Water Pipe	LF	125	\$60.00	\$7,500.00	\$128.00	\$16,000.00	\$270.44	\$33,805.00	\$155.00	\$19,375.00	\$240.00	\$30,000.00
24	2-inch Copper Water Service	LF	120	\$85.00	\$10,200.00	\$58.00	\$6,960.00	\$83.07	\$9,968.40	\$145.00	\$17,400.00	\$66.00	\$7,920.00
25	Copper Water Service Corp, Curb Stop, and Box	LS	1	\$1,500.00	\$1,500.00	\$1,505.00	\$1,505.00	\$3,874.84	\$3,874.84	\$2,090.00	\$2,090.00	\$2,190.00	\$2,190.00
26	Imported Granular Backfill	TON	100	\$20.00	\$2,000.00	\$23.50	\$2,350.00	\$31.59	\$3,159.00	\$21.00	\$2,100.00	\$15.30	\$1,530.00
27	Equipment Room Connections, Complete	LS	1	\$5,000.00	\$5,000.00	\$11,000.00	\$11,000.00	\$9,147.00	\$9,147.00	\$6,500.00	\$6,500.00	\$18,600.00	\$18,600.00
28	DI Water Bend	EA	3	\$500.00	\$1,500.00	\$395.00	\$1,185.00	\$974.58	\$2,923.74	\$295.00	\$885.00	\$440.00	\$1,320.00
29	Site and Splashpad Electrical	LS	1	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$54,353.70	\$54,353.70	\$9,900.00	\$9,900.00	\$26,000.00	\$26,000.00
30	8-inch PVC Storm Drain Pipe	LF	170	\$80.00	\$13,600.00	\$60.00	\$10,200.00	\$67.62	\$11,495.40	\$68.00	\$11,560.00	\$55.00	\$9,350.00
31	10-inch HDPE Storm Drain Pipe	LF	145	\$110.00	\$15,950.00	\$55.00	\$7,975.00	\$71.50	\$10,367.50	\$75.00	\$10,875.00	\$57.00	\$8,265.00
32	Storm Drain Endwall	EA	1	\$800.00	\$800.00	\$395.00	\$395.00	\$1,925.67	\$1,925.67	\$230.00	\$230.00	\$382.00	\$382.00
33	18-inch Nyloplast Structure	EA	3	\$2,300.00	\$6,900.00	\$2,400.00	\$7,200.00	\$3,322.98	\$9,968.94	\$2,350.00	\$7,050.00	\$2,616.00	\$7,848.00
34	4-inch Perforated Drain Tile with Sock	LF	925	\$12.00	\$11,100.00	\$17.35	\$16,048.75	\$27.47	\$25,409.75	\$10.00	\$9,250.00	\$24.00	\$22,200.00
35	4-inch Non-Perforated Drain Tile	LF	25	\$10.00	\$250.00	\$18.65	\$466.25	\$86.42	\$2,160.50	\$29.00	\$725.00	\$24.00	\$600.00
36	Stone Block Bench, Complete	EA	17	\$800.00	\$13,600.00	\$930.00	\$15,810.00	\$1,553.33	\$26,406.61	\$1,980.00	\$33,660.00	\$850.00	\$14,450.00
37	Drinking Fountain, Complete	LS	1	\$9,000.00	\$9,000.00	\$13,600.00	\$13,600.00	\$12,581.53	\$12,581.53	\$24,800.00	\$24,800.00	\$5,416.00	\$5,416.00
	TOTAL BID ITEMS #1:#37				\$517,875.00		\$495,990.75		\$555,607.58		\$558,027.00		\$570,251.70
Additive Alternate #1 - Concrete Sidewalk Option													
AA1.1	Concrete Sidewalk	SF	3000	\$8.00	\$24,000.00	\$6.25	\$18,750.00	\$6.50	\$19,500.00	\$14.00	\$42,000.00	\$8.00	\$24,000.00
AA1.2	Detectable Warning Fields	SF	24	\$65.00	\$1,560.00	\$45.15	\$1,083.60	\$85.55	\$2,053.20	\$52.00	\$1,248.00	\$600.00	\$14,400.00
	ADDITIVE ALT #1 TOTAL				\$25,560.00		\$19,833.60		\$21,553.20		\$43,248.00		\$38,400.00
Additive Alternate #2 - Owner Supplied Site Furnishing Installation Option													
AA2	Owner Supplied Site Furnishing Installation Option	LS	1	\$1,500.00	\$1,500.00	\$2,725.00	\$2,725.00	\$1,217.02	\$1,217.02	\$3,500.00	\$3,500.00	\$2,200.00	\$2,200.00
	ADDITIVE ALT #2 TOTAL				\$1,500.00		\$2,725.00		\$1,217.02		\$3,500.00		\$2,200.00
	BASE BID, ALT 1 & ALT 2 TOTAL				\$544,935.00		\$518,549.35		\$578,377.80		\$604,775.00		\$610,851.70

ORDINANCE NO. 1934-22

(Creation of a Joint Municipal Court between the City of Reedsburg, Town of LaValle, & Village of Loganville, Chapter 37 – per §66.0301 of the Wisconsin Statutes)

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

SECTION I: PURPOSE

The purpose of this ordinance is to amend the City of Reedsburg Municipal Court Ordinance to create a Joint Municipal Court between the City of Reedsburg, the Village of Loganville & the Town of LaValle.

SECTION II: PROVISION AMENDED

City of Reedsburg Code Chapter 37 is revised by this Ordinance.

SECTION III: PROVISION AS AMENDED

City of Reedsburg Code Chapter 37 is amended to read as follows:

§ 37-1 Purpose.

Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a Joint Municipal Court of the City of Reedsburg, Town of LaValle, and Village of Loganville. This Joint Municipal Court is to become operative on March 24, 2022.

§ 37-2 Municipal Judge.

Qualifications: The Joint Municipal Court of the City of Reedsburg, Town of LaValle and Village of Rock Springs shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin and who resides in the City of Reedsburg, Town of LaValle, and Village of Loganville.

§ 37-3 Elections.

- A. Vacancy. A permanent vacancy in the office of the Municipal Judge may be filled by temporary appointment of the Common Council of the City of Reedsburg, Town of LaValle Town Board, and the Village of Loganville Board, as provided for in § 8.50(4)(fm), Wis. Stats. The office shall be permanently filled by special election in the manner provided for in said statute.
- B. Electors. Electors in all the municipalities, the City of Reedsburg, Town of LaValle, and the Village of Loganville shall vote for the Municipal Judge.

§ 37-4 Jurisdiction.

- A. Exclusivity. The Joint Municipal Court shall have jurisdiction over incidents occurring on or after March 1, 2022, as provided in Article VII, Section 14 of the Wisconsin Constitution, and §§ 755.045 and § 755.05, Wis. Stats., and as otherwise provided by the laws of Wisconsin. It shall have exclusive jurisdiction over the actions in the City of Reedsburg, Town of LaValle, and the Village of Loganville seeking to impose forfeitures for violations of municipal ordinances, resolutions and bylaws.
- B. Juvenile offenders.
 - (1) The Joint Municipal Court has jurisdiction over juvenile offenders when a municipality enacts an ordinance under the authority of § 938.17(2)(cm), Wis. Stats. Pursuant to § 938.17(2)(cm), Wis. Stats., the Municipal Judge may impose the following dispositions upon a juvenile for a violation of City, town or village ordinances:

- (a) Any disposition allowed under Ch. **48**, Wis. Stats.
- (b) Section 938.343(2), Wis. Stats.
- (c) Section 938.343(3), Wis. Stats.
- (d) Section 938.343(4), Wis. Stats.
- (e) Section 938.343(10), Wis. Stats.
- (f) Section 938.344, Wis. Stats.
- (g) Section 938.361, Wis. Stats.
- (2) Any or all of the above listed dispositions may be used in any combination when imposed by a Municipal Judge.

§ 37-5 Operations and procedures.

Hours: The Joint Municipal Court for the City of Reedsburg, Town of LaValle, and the Village of Loganville shall be open as determined by order of the Municipal Judge.

§ 37-6 Collection of forfeitures and costs.

[Amended 7-9-2018 by Ord. No. 1873-18]

The Municipal Judge may impose punishment and sentences as provided by Chs. 800 and 938, Wis. Stats., and as provided in the ordinances of the City of Reedsburg, Town of LaValle, and the Village of Loganville. All forfeitures, fees, assessments, surcharges and costs shall be paid to the Treasurer of the City of Reedsburg within seven days of receipt of the money by the Municipal Court.

- A. The Joint Municipal Court funds shall be deposited into a separate Special Revenue Fund created solely for the purpose of managing revenues and paying expenses: labor/benefits, operating and transfer of funds to support internal services and capital expenditures.
- B. Changes do not adjust Chapter **434**, Peace and Good Order, § **434-7**, Bond schedules, approvals. A certified copy of bond schedules for the offenses set forth in this Code shall be adopted and approved with the text as part of this Code and shall bear upon its face the attestation of the City Clerk-Treasurer and the Chief of Police and shall be available to the public in the office of the Chief of Police.
- C. Changes thereafter to the bond schedule shall not be effective until entered and attested on the certified copy. Changes in the bond schedule shall be made by the Chief of Police with the approval of the Council. All approved changes shall be incorporated into the bond schedule and shall be available for public inspection.
- D. At the time of the payment, the Joint Municipal Court shall report to the City Treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.
- E. Distribution of Joint Municipal Court revenue to contracted cities, villages and towns shall be authorized by the Municipal Judge and may be adjusted and memorialized in a fees resolution.

§ 37-7 Contempt of Court

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality within which the case arose within thirty (30) days after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

§ 37-8 **Abolition**

The Joint Municipal Court hereby established shall not be abolished while the \$755.01(4) agreement is in effect.

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 37.

Dated this 14th day of March, 2022.

David G. Estes, Mayor

1st Reading at Council:

Public Hearing Noticed:

2nd Reading at Council/Public Hearing:

Published, Enactment Date:

Jacob Crosetto, Clerk/Treasurer

February 14, 2022

February 17, 2022 & March 3, 2022

March 14, 2022

March 24, 2022

ORDINANCE NO. 1935-22
(Zoning Change – 3000 E Main St; 276-2244-57000)

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

SECTION I: PURPOSE.

Rezoning property from Agricultural to B-2 Business. Rezone area includes 3.75 acres of the overall property for intended hotel land use.

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 #276-2244-57000 – 3000 East Main Street, Reedsburg, Wisconsin, is hereby zoned B-2 Business.

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 690.

Dated this 14th day of March 2022.

David G. Estes, Mayor

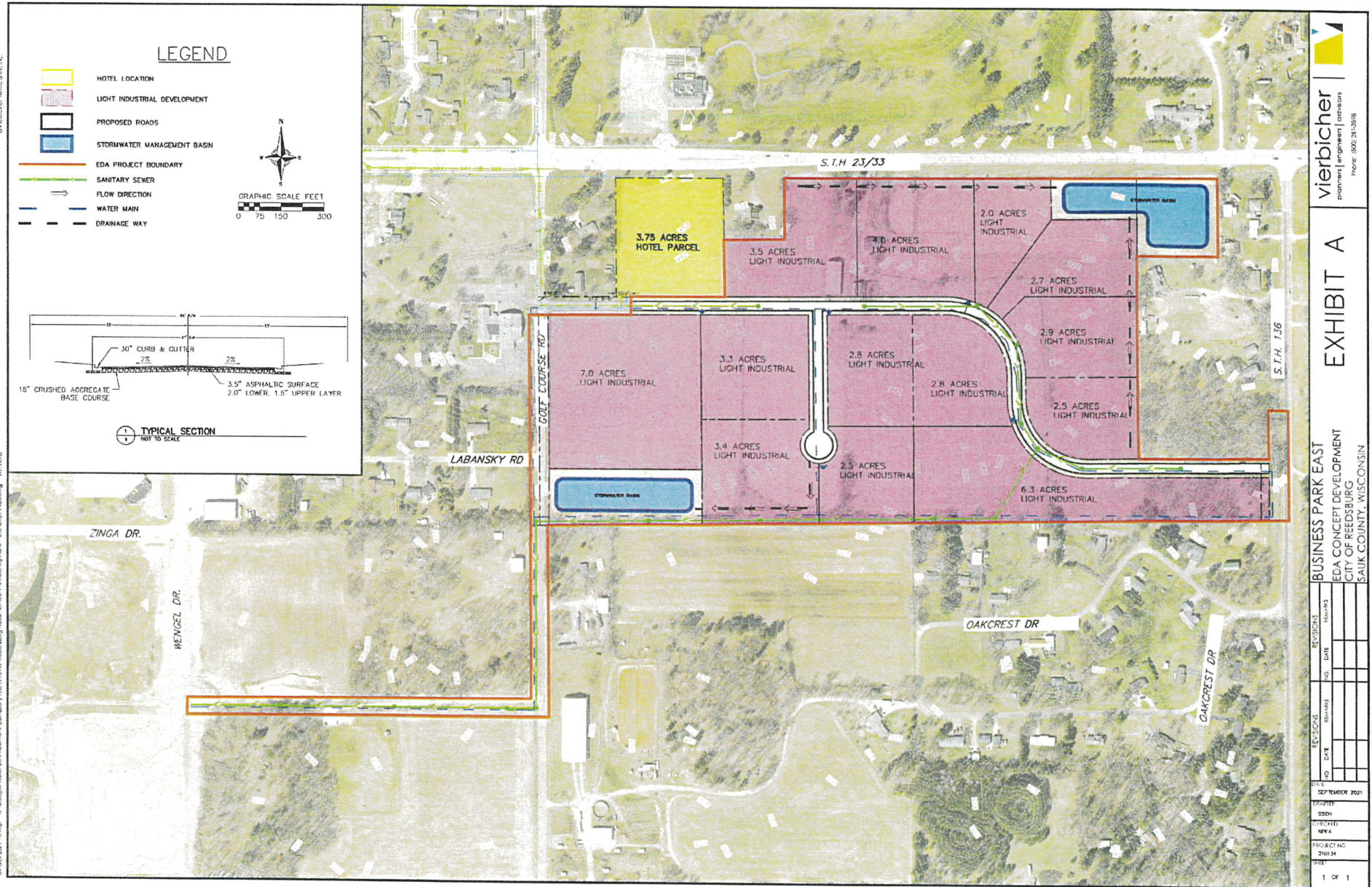
Jacob Crosetto, Clerk/Treasurer

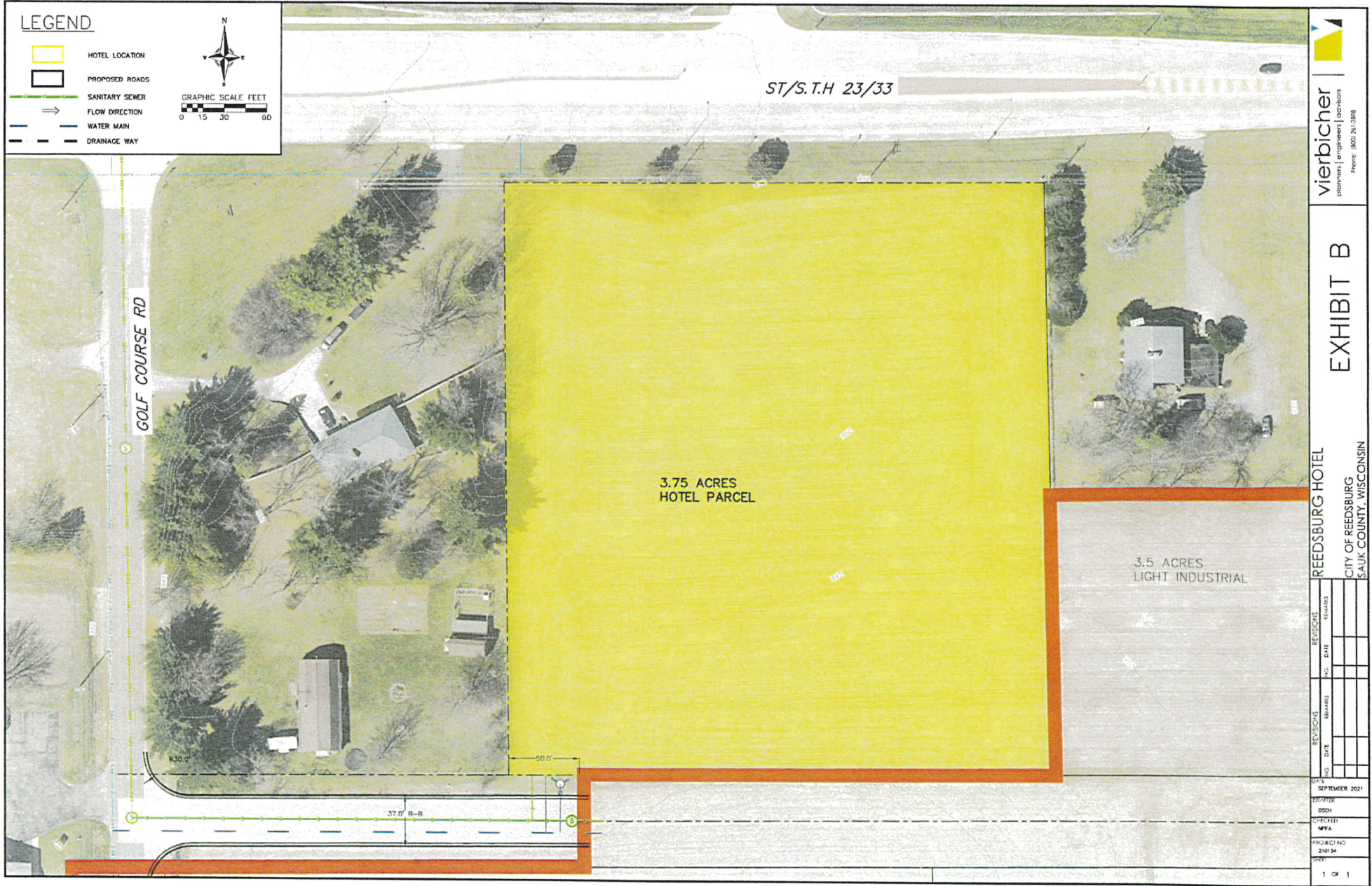
1st Reading at Council:
Public Hearing Noticed:
2nd Reading at Council/Public Hearing:
Published, Enactment Date:

February 14, 2022
February 24 & March 3, 2022
March 14, 2022
March 24, 2022

04 OCT 2021 1:34pm R:\Missouri Hotel Development Company LLC\101012 Reedsburg Hotel CAD\DWG\Reedsburg Hotel - Concept Planning - R17222

04 OCT 2021 1:34pm R:\Missouri Hotel Development Company LLC\101012 Reedsburg Hotel CAD\DWG\Reedsburg Hotel - Concept Planning - R17222





ORDINANCE NO. 1936-22
(Zoning Change – 276-2243-13000, 276-2245-10100, 276-2243-14000)

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

SECTION I: PURPOSE.

Consider rezoning properties from I-4 Business Center to Government for Public Works shop and intended wastewater treatment plant.

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 #276-2243-13000 – 600 S Wengel Drive
Parcel #276-2245-10100 – 600 S Golf Course Road (per attached map)
Parcel #276-2243-14000
Reedsburg, Wisconsin, are hereby zoned Government.

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 690.

Dated this 14th day of March 2022.

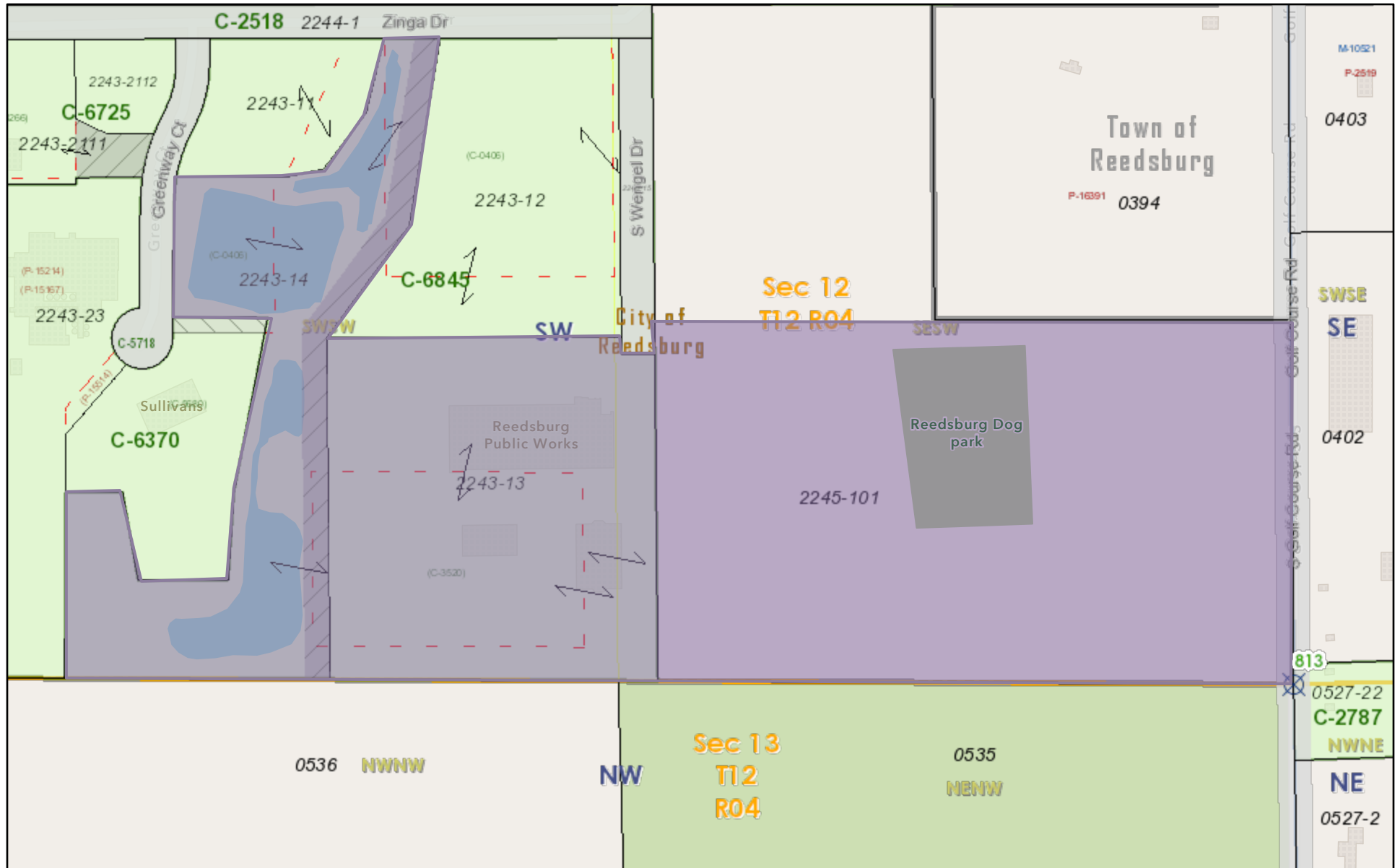
David G. Estes, Mayor

Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:
Public Hearing Noticed:
2nd Reading at Council/Public Hearing:
Published, Enactment Date:

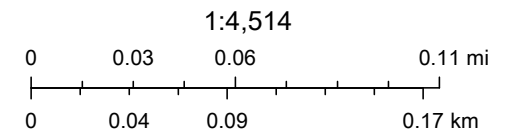
February 14, 2022
February 24 & March 3, 2022
March 14, 2022
March 24, 2022

Sauk County Wisconsin



1/28/2022, 11:08:06 AM

- | | | | | |
|--------------------------|----------------|----------------------|----------------------|-------------------|
| Override 1 | Meander Corner | Section Corner | PLSS Fractional Lots | PLSS Section Line |
| Control Corners | Other | Township Corner | PLSS 1/4 1/4 Section | Survey Boundary |
| Center of Section Corner | Quarter Corner | Municipal Boundaries | PLSS 1/4 Section | CSM |



Sauk County Land Information/GIS, Esri Community Maps Contributors,

Land Information/GIS

Plan Commission
Staff Report

DATE: 2/8/22

APPLICANT: DCI Reedsburg, LLC

LOCATION: 420 Plum St; Parcel #1640

ZONING: R-3 Residential

DESCRIPTION: Consider recommendation for amended Planned Development Group permit under Municipal Code Section 690-23 to convert former South School into multi-family apartments and construct new townhouses on the property. If approved, the request would then have final review by the Reedsburg Common Council on February 14, 2022, 6:00PM.

The proposed amendment includes the following versus the original approval:

- South School building going from 26 apartment units down to 14 units
- 22 Townhouses down to 8 future townhouses
- 72 parking spaces to 36 spaces and 20 garage spaces

General Findings

SURROUNDING LAND USES:

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

ZONING:

- North- R-1 Residential
- West- R-1 Residential
- South- R-1 Residential
- East- R-1 Residential

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: Plum, S Pine, S Locust; 66' ROW

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Residential

COMMENTS

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:
OTHER:

Site Plan Review Findings of Fact for Section 690-33

The site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property, the minimization of tree and soil removal and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

1. The Board finds that the existing parcel contains the former South School.
2. The Board finds that the proposal is for 26 apartments and 22 townhouses.
3. The Board finds that the uses are permitted under section 690 Attachment 1.
4. The Board finds that the parcel is zoned R-3 Residential.
5. The Board finds that 72 parking spaces are proposed.
6. The Board finds that proposed open space is about 25%.
7. The Board finds that the parcel is about 92,000 square feet.
8. The Board finds that density standards permit up to 61 units; 48 are proposed.
9. The Board finds that a public park/green space will be located at the NE corner along Plum and S Pine Streets.
10. The Board finds that a ground sign will be located in the NW corner of the lot.

Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.

1. The Board finds that the proposal is for 26 apartments and 22 townhouses.
2. The Board finds that 72 parking spaces are proposed.
3. The Board finds that proposed open space is about 25%.
4. The Board finds that the parcel is about 92,000 square feet.

All buildings or groups of buildings should be so arranged as to permit emergency vehicle access by some practical means.

1. The Board finds that the proposal is for 26 apartments and 22 townhouses.
2. The Board finds that 72 parking spaces are proposed.
3. The Board finds that driveways will be located on S Locust and Plum Streets.

Exterior lighting shall be arranged as follows:

- 1. It is deflected away from adjacent properties.**
- 2. It does not impede the vision of traffic along adjacent streets.**
- 3. It does not unnecessarily illuminate night skies.**
1. The Board finds that lighting will be located at exterior exit doors.

The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry.

1. The Board finds that the proposal is for 26 apartments and 22 townhouses.
2. The Board finds that 72 parking spaces are proposed.
3. The Board finds that driveways will be located on S Locust and Plum Streets.

Site plans shall conform to all applicable requirements of City, State and Federal statutes and the City of Reedsburg Comprehensive Plan, and approval may be conditioned on the applicant receiving necessary City, State and Federal permits.

1. The Board finds that the future use map indicates Residential.

Multi-Family Standards – Section 17.42

- (3) Standards – General. In addition to standards applicable to regular subdivisions, no MFRD shall be approved unless the following items have been submitted and approved by the City:
 - (A) A development plan of the project including location and sizes of structures, parking layout, access areas and exterior elevations;
 - (B) A preliminary landscaping plan of the project, indicating types and sizes of landscaping materials and permanent irrigation facilities, prepared by a person licensed by the state to prepare such plans;
 - (C) A preliminary lighting plan of the project, indicating location and nature of exterior lighting and lighting fixtures in common areas;
 - (D) The proposed condominium documents, including those portions of the covenants, conditions and restrictions that apply to the conveyance of units, the assignment of parking and the management of common areas within the project;
 - (E) Preliminary construction plans of any proposed new buildings. For existing buildings proposed to be converted, original construction plans or a set of plans accurately showing existing construction shall be submitted; and
 - (F) Such other information, which the City Engineer determines, is necessary to evaluate the proposed project.
- (4) Environmental Preservation. The location and orientation of all buildings shall, whenever feasible, preserve natural features by minimizing the disturbance to the physical environment. Natural features such as trees, waterways, historic landmarks or slopes shall be delineated in the development plan and considered when planning the location and orientation of buildings, open spaces, underground services, walks, paved areas, play areas, parking areas and finished grade elevations.
- (5) Landscaping. The following standards shall be met:
 - (A) All setback areas fronting on or visible from an adjacent public street, and all recreation, leisure and open space areas shall be landscaped in accordance with the project plan. Parking lots are allowed in the setback area if approved by the Plan Commission;
 - (B) Decorative design elements, such as fountains, pools, benches, sculpture, planters, exterior recreational facilities and similar elements may be permitted, providing such elements are incorporated as a part of the landscaping plan; and,
- (6) Lighting. All on-site lighting systems shall be required on all vehicular access ways and along major walkways. Such lighting shall be directed onto the driveways and walkways within the development and away from the adjacent properties. Lighting shall also be installed within all covered and enclosed parking areas.
- (7) Lot Coverage. Lot coverage shall conform to zoning ordinance requirements for the zoning district in which the MFRD project is proposed.
- (8) Open Space – Common. The following requirements shall apply:
 - (A) Minimum grass or vegetated open space for MFRD's shall be thirty (30.0%) percent of the parcel being developed.

- (B) Common open space areas shall be designed and located within the project to afford use by all residents of the project. These common areas may include, but are not limited to: game courts or rooms, swimming pools, garden roofs, sauna baths, putting greens, or play lots.
 - (C) Active recreation and leisure areas, except those located completely within a structure, used to meet the open space requirement, shall not be located within fifteen (15) feet of any door or window of a dwelling unit.
 - (D) Private waterways, including pools, streams and fountains, may be used to satisfy not more than fifty (50.0%) percent of the required open space.
- (9) Open Space – Private. Notwithstanding the common open space requirement, each unit may directly access private open space.
- (10) Trash Collection Areas. Trash collection areas shall be provided within two hundred and fifty (250') feet of the units they are designed to serve. Such areas shall be enclosed within a building or screened with masonry or wood walls having a minimum height of five feet. Access gates or doors to any trash area, not enclosed within a building, are to be of opaque material.

17.13(5) Planned Development Groups.

- (A) Planned development groups shall be permitted in appropriate zones only after specific approval by the Plan Commission and the governing body.
- (B) The application shall show the proposed use or uses, dimensions and locations of proposed structures and of areas to be reserved for vehicular and pedestrian traffic, parking, public uses such as schools, and playgrounds, landscaping, other open spaces, architectural drawings and sketches showing design structures and their relationship, and such other information as may be requested by such bodies for a determination that it is desirable to deviate from certain other provisions of this Ordinance.
- (C) The following regulations shall apply:
 1. Spacing and Orientation of Building Center. Exterior walls of opposite building shall be located no closer than a distance equal to the height of the taller building.
A building group shall not be so arranged that any permanently or temporarily occupied building is inaccessible to emergency vehicles.
 2. Circulation. There shall be an adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space. There shall be an adequate amount, in a suitable location, of pedestrian walks, malls and landscape spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities. Buildings and vehicular circulation open spaces shall be arranged so that pedestrians moving between buildings are not unnecessarily exposed to vehicular traffic.
 3. Paving and Drainage. There shall be adequate design of grades, paving, gutters, drainage and treatment of turf to handle storm waters and prevent erosion and formation of dust.
 4. Signs and Lighting. Signs and lighting devices shall be properly arranged with respect to traffic control devices and adjacent residential districts.

STAFF COMMENTS:

These are the waived standards from the 2020 approval:

- a) Open Space – 30% required; 25% proposed.
- b) Parking – 83 required; 72 proposed.
- c) Front yard setback – 25’ is required; 10’ is proposed.
- d) Rear yard setback – 25’ is required; 10’ is proposed.
- e) Sign – 15’ vision triangle (this may be met but can’t say for sure without dimensions)
- f) Ground sign – 20 square feet required; 26.6 SF proposed.

Proposed amendment:

- South School building going from 26 apartment units down to 14 units
- 22 Townhouses down to 8 future townhouses
- 72 parking spaces to 36 spaces and 20 garage spaces (37 are now required)

Exhibit List

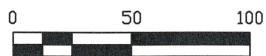
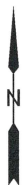
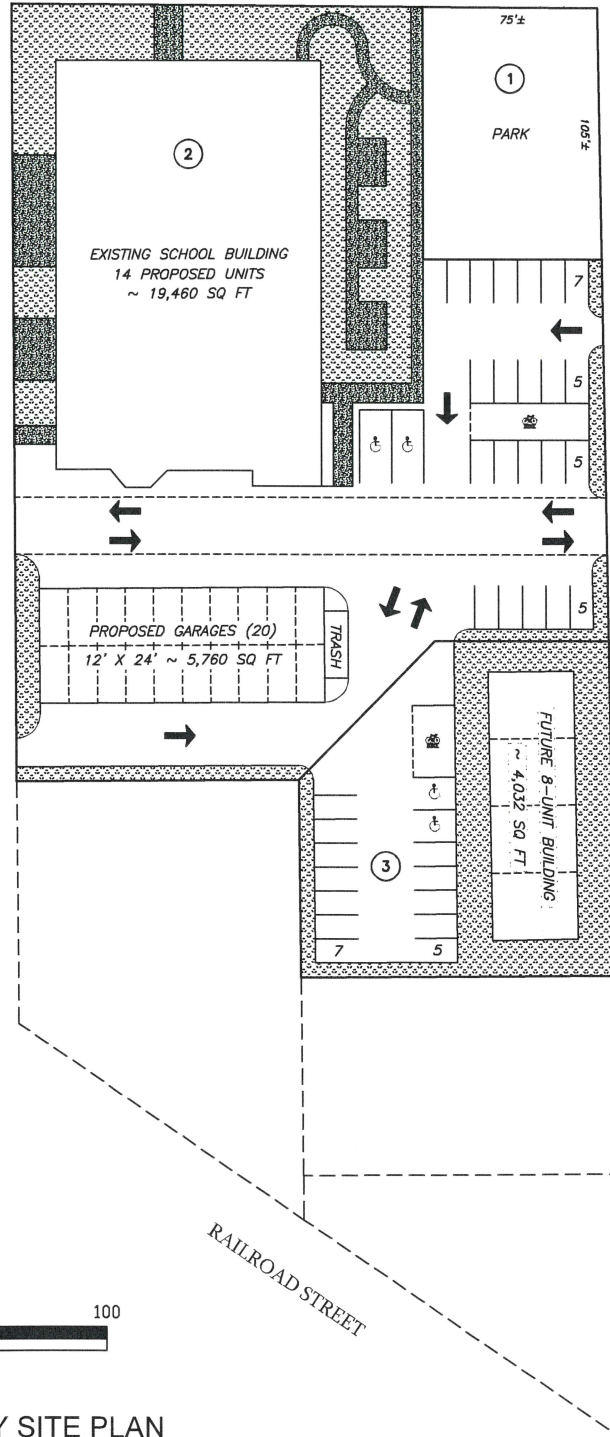
- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. Tuesday, February 8, 2022, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Request for Review and Comment
- G. Notice of Public Meeting

PLUM STREET

SOUTH LOCUST STREET

SOUTH PINE STREET

RAILROAD STREET



PRELIMINARY SITE PLAN
SOUTH SCHOOL APARTMENTS

PRESENTED BY:
DCI REEDSBURG, LLC

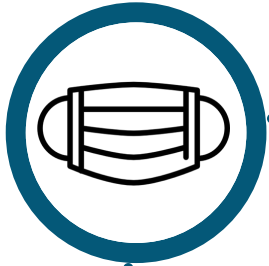


BENEFITS AT A GLANCE



The City of Reedsburg believes our employees are truly our most valuable asset and are essential to our continued success. This is why we proudly offer a comprehensive and valuable benefits package designed to fit the need of our employees and their families. Those meeting eligibility requirements can choose to participate in the following benefits:

TIME OFF



Sick Leave

- Full-time employees earn one sick-leave credit at the rate of one (1) day per month and may accrue unused sick leave to a total of 130 days
- Employees with over 900 hours of leave are eligible to cash out up to 50 hours per year



Personal Days & Floating Holiday

- Employees are allowed to take four (4) days per year for personal leave
- Employees also receive one (1) floating holiday per year



Vacation

- 40 hours following successful completion of training period
- 80 hours following 24 months of employment
- 120 hours following 5 years of employment
- 160 hours following 10 years of employment
- 200 hours following 20 years of employment
- 240 hours following 25 years of employment
- 280 hours following 30 years of employment



Holidays

- New Year's Day, Memorial Day, Independence Day, Spring Holiday (Friday before Easter), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day. Veteran's Day is a recognized holiday for all active and honorably discharged veterans

INSURANCE & FSA



Health & Life Insurance

- The City offers full-time employees and their dependents participation in the State of Wisconsin Group Health Program, with the City contributing 88% of the average insurance premium
- The City also offers a Group Life plan with all employees receiving one unit (equal to salary) of life insurance for free. Employees can purchase up to three units of additional coverage and spouse and dependent coverage



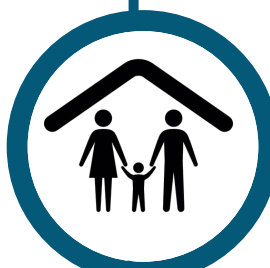
Dental & Vision Insurance

- Full-time employees are eligible for low-cost dental insurance with the City paying 50% of the premium cost
- Employees may also choose to purchase low-cost vision insurance. Both of these options are pre-tax deductions



Supplemental Insurance

- The City offers additional pre-tax, low-cost insurance coverage through Liberty National including cancer, critical illness, accident, and hospitalization policies



Flexible Spending Account (FSA)

- The City offers an FSA program that lets you pay for many out-of-pocket medical expenses with tax-free dollars. Allowed expenses include insurance copayments and deductibles, prescription drugs, and medical supplies

OTHER BENEFITS



Education Assistance Program

- The City is committed to giving each employee an opportunity for growth and development. The educational assistance program provides the financial assistance up to \$2,500 per year to individuals endeavoring to increase their knowledge and improve job skills as part of undergraduate or graduate degree program



Professional Development

- The City recognizes the need to advance education and network in your particular field. Memberships, registration, and fees for professional associations and conferences are approved by the City Administrator



Merit Pay

- Employees are eligible for up to a 3% increase in base salary per year based on their annual review
- Employees also receive a cost of living increase annually at the discretion of the City Council



Clothing Allowance

- Uniforms or uniform allowance will be provided to employees of certain departments as authorized by the Department Director

RETIREMENT



Wisconsin Retirement System

- Participation is automatic for all eligible employees, with coverage beginning on the first day an employee is eligible. The employee contribution rates are updated annually and matched by the City. The employee contribution is deducted on a pre-tax basis



Deferred Compensation

- The City offers multiple tax-advantaged, deferred compensation 457(b) retirement plans. Employee contributions are deducted on a pre-tax basis

QUESTIONS?



Administration Department

- Julie Strutz, Deputy Clerk-Treasurer
 - jstrutz@reedsburgwi.gov; 608-768-3350
- Jacob Crosetto, City Clerk-Treasurer/Finance Director
 - jcrosetto@reedsburgwi.gov; 608-768-3346



EMPLOYEE HANDBOOK

FOR

THE CITY OF REEDSBURG

City of Reedsburg
134 South Locust Street
Reedsburg, Wisconsin 53959

Legal Disclaimer

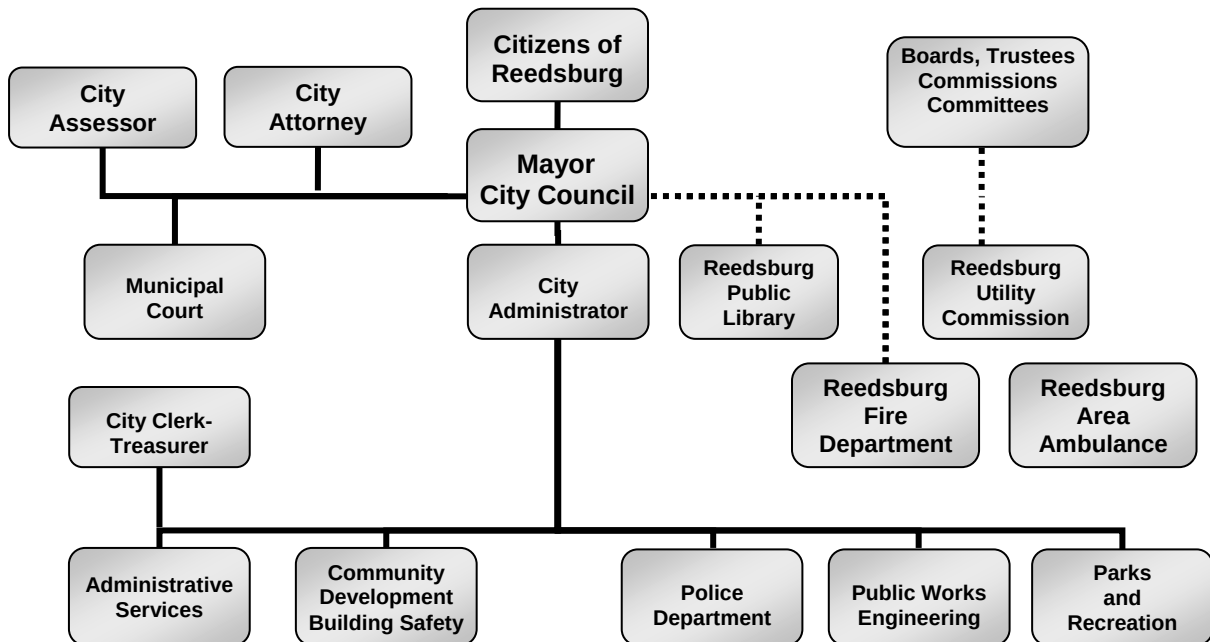
For Employers Only

This Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, guarantee of any other right or benefit, or a contract of employment, express or implied. The policies, procedures and practices set forth are subject to change at any time by the City and are reviewed and revised periodically. No employee handbook can anticipate every circumstance or question about employment policies, procedures or rules. The City reserves the right to add to, revise, supplement, or rescind any policies or portions of this Handbook from time to time as it deems appropriate, in its sole discretion. Where possible, employees will be notified in advance of any changes. This Handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

Handbook Adjustments

Approved by Common Council	12/12/2011
Amended	01/23/2012
Amended	10/22/2012
Amended	03/11/2013
Amended	06/10/2013
Amended	02/10/2014
Amended – Job Descriptions, August, September and December	12/30/2015
-Employee Merit and Recognition Program	02/13/2017
-Sick Leave Payout	03/13/2017
-Sick Leave Donations	03/13/2017
2018 Personnel Committee: Updated Chapters 1, 2, and 3	2/5/2018
2018 Personnel Committee: Updated Chapters 4, 5, 6, and Appendix	7/4/2018
2018 City Council Action	8/27/2018
2020 Personnel Committee: Updated Chapters 2 & 5	1/6/2020
2020 City Council Approval	1/13/2020
2020 City Council (removed purchasing policy)	08/10/2020
2021 City Council (Clarified Sick Leave Use for DPW Summer shifts/PD CBA)	9/13/2021
2022 City Council Sick Leave, Training, Vacation	2/14/2022

ORGANIZATIONAL STRUCTURE - FY 2018



The functional organization chart below demonstrates the line of administrative authority leading to the City Administrator. Dashed lines indicate advisory powers. The City of Reedsburg ("City") is a Municipal Corporation, with corporate authority vested in the City Council and the Mayor, who is the Chief Executive Officer of the City.

The City also has as part of its management team structure the position of City Administrator.

The City Administrator serves as chief personnel officer for the City. The City Administrator is responsible for the administrative direction and coordination of all employees of the City according to organizational procedures established by the City Council. The City Administrator recommends to the City Council the appointment, supervision, promotion, suspension or termination of department heads. The City Administrator, in consultation with the appropriate department heads, is responsible for the appointment, supervision, promotion, suspension or termination of employees below the department head level. The City Administrator also assists in labor contract negotiations and collective bargaining contract administration issues.

The Police and Fire Commission (PFC) addresses hiring, disciplinary action, and termination of the Police and Fire Chiefs and disciplinary action of all Police and Fire Department employees. Library employees, while classified as City employees, report to the Library Board and are governed by its policies.

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Preamble

None of the statements, policies, procedures, rules, or regulations contained in this Handbook constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

The City of Reedsburg ("the City") reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies and procedures described in this Handbook at any time, in its sole discretion and without prior notice. This Handbook supersedes any and all previous labor agreements, handbooks, statements, policies, procedures, rules, or regulations whether verbal or written.

City employees are employee's at-will. This means that either the City or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice, so long it is not for an illegal purpose. Only the City Administrator ("Administrator") and the Common Council have the authority to make any employment agreement. The Administrator is responsible for the administration of the policies described in this Handbook. Final interpretation of any of the policies in this Handbook is vested solely with the City. Any employee who has a question regarding its application and interpretation should contact the Administrator. Throughout this document, duties and decisions assigned to the Administrator may be performed by other officials designated by the Administrator.

ACKNOWLEDGMENT AND RECEIPT OF EMPLOYEE HANDBOOK

The undersigned hereby acknowledges receipt of a copy of the City Employee Handbook. The employee is responsible for knowing and complying with these policies. The undersigned acknowledges that nothing contained in this Handbook, including policies, practices, and benefits, are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. The undersigned also acknowledges that the City reserves the right to revise, amend or terminate any policy unilaterally without notice at any time.

Employee Name – Printed

Employee Signature

Witness

Date

SIGN and DATE: Copy and provide to the City Administrator or City Clerk-Treasurer.

SECTION 1 EMPLOYMENT

100 Employee Relations Philosophy

The City of Reedsburg ("the City") is a service organization and its employees are one of its most important resources in providing services to the community. The City operates in a manner to deliver services to City taxpayers at the highest rate of efficiency and at the lowest possible cost while ensuring that the City's workforce is treated in a fair and equitable manner.

101 Organization Description

The City is governed by a Mayor/Council form of government. The Administrator is responsible to and under the general direction and policies of the Mayor and Common Council and shall be responsible for the proper administration of all City activities. The Administrator shall have administrative powers and responsibilities over all departments, department heads and employees of the City except for the following: sworn law enforcement officers, fire fighters, Reedsburg Utility Commission employees and employees of the Reedsburg Public Library. The Police and Fire Commissions have jurisdiction over discipline, hiring and firing of sworn law enforcement officers and the Reedsburg Volunteer Fire Department in compliance with Sec. 62.13(5), Wis. Stats. Utility employees are supervised by the Utility Manager or as directed by the Utility Commission. Library employees are responsible to the Library Board. The Reedsburg Library funding level is independently set by the Common Council and Sauk County Board, and the Library Board has oversight on how the funds are expended and have complete control, within set parameters, on hiring, firing, and discipline of Library employees.

The Common Council of the City of Reedsburg is made up of the Mayor, elected at large to a two-year term, and nine (9) Alderpersons two elected from each of four (4) aldermanic districts and one at-large, all to three-year terms. The following Commissions are appointed by the Mayor with confirmation by the Common Council. The Utility Commission consists of five members, two are officers of the City, three (3) are citizens, to serve five-year terms and have semi-autonomous oversight and management of the City's four utilities (water, telecom, electric and cable). The Police and Fire Commission is created pursuant to Wis. Stat. Sec. 62.13, made up of five (5) civilians to staggered terms of five (5) years. The Library Board is created pursuant to Wis. Stat. Sec 43.52. The Library Board has seven (7) members, one of which is a member of the Common Council appointed annually, six (6) members shall be appointed to serve staggered terms of three years.

102 Scope

City employees are employee's at-will. This means that either the City or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice, so long it is not for an illegal purpose. Employees may be disciplined or terminated from employment in the City's discretion subject to the grievance policies adopted by the City.

A. Employees subject to this Policy

As used in these policies, "employee" shall mean any person employed on a full-time or part-time basis by the City, whether such employment is temporary or permanent. These policies also apply to:

1. Employees of the Reedsburg Utility Commission are employees covered by these policies provided the Utility has by resolution adopted these policies. In such case the term "City" shall be deemed to mean the "Utility."
2. Employees of the Reedsburg Police and Fire Departments. To the extent that the provisions of sec. 62.13, Wis. Stats., apply to such employees, the provisions of that statute take precedence over this Chapter; and,
3. Employees of the City Library. To the extent that the provisions of §43.58(4), Wis. Stats. apply, the provisions of that statute take precedence over these policies. To the extent the Library Board adopts policies different than these policies; the Library Board's policies take precedence for library employees.

B. Persons not subject to this Policy

These policies shall not apply to any of the following:

1. City officers and officials elected by popular vote;
2. City officers or officials elected to a term of office of fixed duration by the Common Council;
3. City officers or officials appointed to a term of office of fixed duration by the Mayor, including officers and officials who are subject to reappointment at the annual organizational meeting of the Common Council.

C. Union Employees

To the extent that provisions of this Handbook are not in conflict with the provisions of any collective bargaining agreement covering City employees, these policies shall apply to union employees. In any case where there is a conflict between these policies and a collective bargaining agreement, the terms of the collective bargaining agreement shall supersede the provisions of these policies.

D. Department Rules and Policies

City departments may enact their own rules and policies governing practices within those departments so long as they are not in conflict with the provisions of these policies. All department rules and policies shall be provided to the City Administrator and Personnel Committee.

103 Equal Employment Opportunity

The City shall not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, sex, national origin, ancestry, handicap, physical condition, disability, arrest or conviction record, sexual orientation, marital status, military participation, or any other characteristic protected by law in any personnel action.

City employees shall fully support this non-discrimination policy through leadership and personal example. In addition, it is every City employee's duty to help create a job environment that is conducive to effective equal employment opportunity.

104 Classification of Employees

- A. Employees shall be classed as full-time, part-time or temporary employees.
- B. Full-time employees are those employees who are normally scheduled to work a regular work week of forty (40) hours, fifty-two (52) weeks per year less holidays and vacations.
- C. Part-time employees are those employees who are normally scheduled to work less than a regular forty (40) hour week fifty-two (52) weeks per year less holidays and vacations. Except as otherwise provided, part-time employees do not receive benefits.
- D. Temporary employees are those employees normally working an irregular, occasional schedule depending upon the City's needs, employees hired for a limited time such as for summer work or employees who report for work only when called. Except as otherwise provided, temporary employees shall not be entitled to receive or participate in employee benefits.
- E. A temporary change in the number of hours per week that an employee works shall not be deemed to change the employee's status.

105 Job Descriptions

The Administrator shall develop and maintain position descriptions and job specifications for all regular full-time and part-time positions. The position descriptions should include the position title, the reporting relationship, a specific statement of job responsibilities, minimum qualifications, special requirements, exempt or non-exempt status, and the physical characteristics needed to perform in the position.

Notwithstanding the job description, employees are subject to assignment to such tasks as are necessary for the City to provide services to the public. This may include working in emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description.

A position description shall be reviewed each time there is a vacancy in a position to determine the accuracy of the job description and at a minimum every three (3) years. Any substantive change in

the job description must be submitted to the Common Council, through the Personnel Committee, for adoption.

106 Hiring

When a vacancy occurs with respect to an authorized City position or if the City authorizes a new position, the following procedures will be followed:

A. General City position

1. A vacated position must be authorized to be filled by the Administrator.
2. The job opening will not be filled until the position has been posted or advertised for a period of ten (10) working days.
3. The selection of any applicant to fill the position will be accomplished by review of applications. The City may also conduct oral interviews and appropriate testing as part of the hiring process.
4. The selection of any applicant to fill a job opening shall be made on the basis of relative ability to perform the position's job duties, experience and qualifications as determined by the City. The final hiring decision will be made by the Administrator, or for Department Head positions the Common Council upon recommendation from the Personnel Committee. The City reserves all rights to establish job requirements, to determine an applicant's qualifications, and to select an applicant based on these considerations who the City determines to be the best qualified applicant for employment.
5. The City may temporarily fill a position while processing the filling of the permanent vacancy.

B. Police and Fire Departments

1. A vacated position must be authorized to be filled by the Administrator.
2. For sworn police officers and fire fighters the position will be filled by the Police and Fire Commissions pursuant to procedures adopted by the Police and Fire Commissions under §62.13(5), Stats.

C. Library

The job opening will be filled by the Library Board with respect to the Head Librarian position or by the Librarian for any other position pursuant to §43.17, Stats.

D. Reedsburg Utility Commission

The job opening will be filled by the Utility Commission as recommended by the General Manager for any other position pursuant to City Ordinance 1.103(6),(b).

107 Application Information

The City relies on the information supplied during the application and hiring process and assumes that such information is correct. Any applicant who omits or provides incomplete material data or misrepresents information may be excluded from consideration or, if already employed, may be subject to disciplinary action, including termination of employment.

108 Pre-employment Physicals and Testing

As part of the City's employment procedures, all applicants are required to undergo a post-offer, pre-employment, medical examination and alcohol and drug screen conducted by a physician designated by the City and at the City's expense.

Any offer of employment that an applicant receives from the City is contingent upon, among other things, satisfactory completion of this examination and screening and a determination by the City and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

Questions about medical examinations or alcohol and drug screenings should be directed to the Administrator.

109 Orientation Period

An employee who begins employment in a new position or moves into an existing position shall serve an introductory period. This period gives the employee the opportunity to complete training and orientation to the new position. The length of the introductory period shall be six month unless specified differently at the time of the offer of employment. During the introductory period, the employee's pay rate may be established at a lower rate than the position's regular wage rate. Upon satisfactory completion of the introductory period, the employee's wage rate will increase to the regular wage rate. If a newly hired city employee is terminated during their orientation period, the employee shall not be entitled to payout for accumulated sick leave.

110 Performance Evaluations

An employee may receive a written evaluation during the orientation period and annually after that. The City has adopted an evaluation and merit pay program. Factors addressed in the evaluation may include the employee's quality of work, quantity of work, dependability, adaptability, job knowledge, judgment, initiative, ability to get along with others, attitude and attendance. A performance review may or may not be accompanied by a change in salary or duties.

111 Reduction in Force

If the City decides to permanently or temporarily reduce the workforce, the determination of which positions will be subject to layoffs or furloughs, and the parameters of such, shall be within the City's discretion. Employees who are separated because of a reduction in force shall be given at least ten (10) working days' notice of the anticipated action.

112 Outside Employment

The City does not preclude outside employment as long as it does not interfere with City work. The City shall be the employee's primary employer and each employee is expected to fully perform the employee's duties with the City. An employee shall give written notice of all outside employment to the employee's supervisor prior to the commencement of such employment.

113 Personnel Records

This policy sets forth the personnel records for the City of Reedsburg. The Employee is responsible for notifying the immediate supervisor or the City Administration of any change in name, home address, telephone number, immigration status, or any other pertinent information. Notifying the City of such changes, will avoid problems with payroll documents and benefit eligibility.

Maintenance of an employee's personnel file begins with accurate and complete personnel records from the date of hire. Important documents to be included in an employee's personnel file consist of: job description, offer of employment letter, job application, resume, W-4 Form, signed acknowledgement of receipt of employee handbook, emergency contact information, review of the City's code of conduct, an employee orientation checklist, [I-9 forms should be retained in a separate file], and other signed acknowledgement receipts of important policies.

1. A confidential personnel file shall be maintained for each employee in the office of the City Clerk, except that the personnel files of employees of the Police Department shall be maintained in the office of the Chief of Police. Utility employees' personnel files shall be maintained in the Utility offices Each file shall contain the following:

- Any applications for employment.
- Record of accidents and injuries involving the employee.
- Copies of employee's discipline record, letters etc.
- Record of employee's pay adjustments.
- Employee's performance evaluations.

Employee medical information will be maintained in separate medical files and will be treated confidentially to the extent required by law.

2. Each employee shall notify the City Clerk of any changes in the employee's name, address, telephone number, dependents, marital status, or any other data which may affect the employee's benefit status.
3. Employees may inspect their own personnel records two (2) times per year pursuant to Section 103.13, Wisconsin Statutes. Employees must make such request in writing to the City Clerk. The City shall respond within seven (7) working days of the request and arrange for the inspection or copying of the records. The City may charge a reasonable fee, not to exceed the actual cost to the City, for records copied for the employee. If the employee believes a correction should be made to the employee's employment record, the City and employee may agree to such a change. If not, the employee may submit a written statement identifying the basis for the employee's disagreement with that provision in the employment record.
4. Employee personnel records are subject to Wisconsin's Open Records Law. The City Clerk shall be the official custodian of employee personnel records and responsible for the maintenance of the official personnel files for all employees and the disclosure of such information. If the City Legal Authority determines it must release personnel records pursuant to a request under the open records law, personal identification information in copies of such documents will be redacted in the records prior to the release as allowed by law and a copy presented to the employee. The employee may have a right to circuit court review of the City's decision to release the records due to the privacy interests and/or reputation concerns of the employee.

114 Employment of Relatives

Members of an employee's immediate family will be considered for employment on solely the basis of qualifications and pursuant to the hiring processes applicable to all potential applicants for a City job. Immediate family members of current employees may not be hired if that employment would:

- A. Create a supervisor/subordinate relationship with that family member;
- B. Create the potential for an adverse impact on work performance; or
- C. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy also applies to assigning, transferring, or promoting an employee.

No employee may use the employee's position to bring about the employment or promotion of a member of the employee's family.

No employee may participate in any final decision in any employment matter involving an employee who is a family member.

For purposes of this policy, immediate family members are defined as: spouse; child by blood or adoption; spouse's child; sibling; parent or parent-in-law; brother- or sister-in-law; uncle, aunt, niece, nephew, or spouse thereof; grandparent or grandparent-in-law; and fiancé or fiancée.

This section shall not apply to temporary employees who are employed for a limited term not exceeding sixteen (16) weeks duration in any 12 month period.

115 Residency

Emergency department heads (City Administrator, Police Chief and Director of DPW) shall live within a twenty (20) mile radius of the City limits. The Common Council may grant exceptions to this regulation in order to secure the services of the most qualified applicant and is in the City's best interest. Police Department employees must reside within a twenty (20) mile radius of the City Limits.

116 Reference Checks

The City attempts to secure as much information about prospective employees as it possibly can from former employers. Therefore, the City will reciprocate with respect to providing accurate and factual information to prospective employers concerning former City employees. Any employee receiving a reference check with respect to a former employee shall forward that request to the Administrator for response.

SECTION 2 PAID TIME

201 Hours of Work

The normal work day for full-time employees shall be eight (8) hours. The normal work week for full-time employees shall be forty (40) hours. The hours of operation each day and week will be determined by the City.

202 Base Wage Rates

The Administrator shall make an analysis of the duties and responsibilities of all positions and shall annually recommend to the Common Council a compensation level for each job classification and employees within that classification.

The Administrator, supervisors and designated employees' compensation shall be on a salary basis.

203 Payday

The City's pay period is bi-weekly. Payment shall be made by means of electronic transfer into an account accessible by the employee normally deposited every other Wednesday. Under certain circumstances, such as a conflict with a holiday, paychecks will be available the workday after the holiday.

204 Payroll Deduction

Only deductions required or authorized by law and those authorized in writing by the employee will be deducted from an employee's paycheck. All deductions will be itemized on the employee's paycheck stub. Any payroll questions should be directed to the Deputy Clerk Treasurer.

205 Overtime or Compensation time: (Fair Labor Standards Act)

Overtime Pay

Non-Exempt: Employees who are not exempt from minimum wage and overtime provisions of the Fair Labor Standards Act, as amended. Non-exempt employees by law receive overtime pay for work performed over forty (40) hours per week.

Exempt: Employees who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, as amended. Exempt employees are not entitled by law to receive overtime pay.

The City may require any FLSA non-exempt employee to work overtime when the City deems such overtime necessary. Overtime hours shall be compensated at one and one-half times the employee's normal hourly rate for hours actually worked (not paid) in excess of forty (40) hours in a work week.

Compensatory Time

1. Non-Exempt Employees

Non-exempt-employees under the Fair Labor Standards Act may receive compensatory time off in lieu of overtime pay. Compensatory time allowance is subject to the following:

- a. An employee may elect to accumulate compensatory time rather than be paid overtime. Compensatory time shall be earned at the rate of one and one-half (1.5) hours for every hour of overtime worked. For example, four hours of overtime work will result in six hours of compensatory time.
- b. An employee who elects to accumulate compensatory time rather than be paid overtime must make an election to designate overtime hours as compensatory time on the employee's weekly time sheet. Once the time sheet is submitted, the designation cannot be changed.
- c. Compensatory time shall not be accumulated beyond forty (40) hours. An employee who reaches this limit and subsequently uses compensatory time may thereafter accumulate additional compensatory time to bring the employee's accumulated balance back to the forty hour limit.
- d. Use of compensatory time must be scheduled with the prior approval of the employee's Department Head or designee. Compensatory time may be granted by the Department Head as requested by the employee, provided the final determination of the number of employees who may use compensatory time at any given time is vested in the Department Head to insure the orderly and efficient operation of the City. Failure of the employee to secure prior approval shall constitute leaving the work place without permission and may result in discipline, up to and including termination

2. Exempt Employees

Exempt employees under the Fair Labor Standards Act are not eligible for overtime. In recognition for time worked necessitated by circumstances above and beyond expectation of the job or for time worked which is unusually more than normal, exempt employees may request time off from the City Administrator This time off is not intended to be accumulated, paid out or used to supplement vacation or sick leave.

When possible, time off under this provision should be taken in the week or pay period in which the amount of hours worked justifies the request (flex time). All other requests for compensatory time off is non-flex time.

206 Call-in

Non-Exempt Employees shall be paid a minimum of two (2) hours at a rate of one and one-half (1 ½) times their hourly rate when an employee are called-in to work outside of their normal schedule of hours. Call out pay for emergency work on a Holiday will be at two (2) times the hourly rate.

207 Working out of Classification

An employee performing work in a higher classification resulting from a temporary vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position may, upon authorization by the Personnel Committee and Common Council, be paid the rate of the higher-ranked position for the period during which the employee performs that work.

208 Holidays

A. Holidays

All regular full-time City employees shall receive their regular straight time rate of pay for the following designated holidays.

All General Employees

New Year's Day, Memorial Day, Independence Day, Spring Holiday (Friday before Easter), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and one floating holiday. Veteran's Day is a recognized holiday for all active and honorably discharged veterans of the United States Armed Forces, as documented through a submitted DD-214.

Police Department

New Year's Day, Memorial Day, Spring Holiday (Friday before Easter), Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and two Floating Holidays. Veteran's Day is a recognized holiday for all active and honorably discharged veterans of the United States Armed Forces, as documented through a submitted DD-214.

Holidays falling on Sunday shall be observed on Monday. Holidays falling on Saturday shall be observed on Friday. In the event Christmas falls on a Saturday, it shall be observed on Friday and Christmas Eve shall be observed on Thursday. In the event Christmas falls on Monday, Christmas Eve Day shall be observed on the previous Friday.

Except as provided above, when a holiday is observed on a day which an employee is not scheduled to work, the employee shall be paid one (1) day at his or her basic wage rate for the holiday.

Employees on a leave of absence (whether paid or unpaid) or on layoff are not eligible for holiday pay. Absence attributable to paid vacations, paid jury duty or funeral leave shall not affect an employee's eligibility for holiday pay provided that the employee otherwise works the employee's scheduled work hours on the preceding and following days.

B. Work on Holidays

Police Department

1. If the employee works on the holiday, the employee may:
 - a. Receive pay for the time worked up to eight (8) at time and one-half (1.5) of the employee's regular straight time pay; or
 - b. Elect to take a different day off as a vacation day, subject to approval of the Chief of Police, with pay.
2. If the employee does not work on the holiday, the employee may:
 - a. Receive pay for the holiday up to eight (8) hours at straight time pay.
 - b. Elect to take a different day off as a vacation day, subject to approval of the Chief of Police, with pay.

Other General Employees

Time worked on Holidays shall be compensated a minimum for call-in as indicated in Section 206 above when called in to work on holidays, in addition to holiday pay.

C. Personal Days

General Non-Represented Employees and Police Non-Represented Employees

Employees are allowed to take four (4) days per year, limited to one (1) day per quarter, for personal leave at the discretion of the employee but with prior approval of their supervisor. These days will be subtracted from the employee's sick leave.

Police Represented Employees

Represented Police non-training employees are allowed to take one (1) day per year for personal leave at the discretion of the employee but with prior approval of their supervisor if they have not used any sick leave for the previous twelve (12) months. This personal day may not be carried over from calendar year to calendar year.

209 Vacation

The City grants regular full-time employees vacation with pay at their regular, straight-time rate. Part-time employees are not eligible for paid vacation.

Employees shall earn vacation upon the following length of service:

All General Non-Sworn, Non-Represented Employees

40 hours following successful the completion of training period or 6 months

80 hours following 24 months of employment

120 hours following 5 years of employment

160 hours following 10 years of employment

200 hours following 20 years of employment

240 hours following 25 years of employment

280 hours following 30 years of employment

Dispatchers

After 1 year of employment — 6 days —

After 2 years of employment — 11 days —

After 5 years of employment — 14 days —

After 9 years of employment — 17 days —

After 10 years of employment — 18 days —

After 11 years of employment — 19 days —

After 12 years of employment — 20 days —

After 13 years of employment — 21 days —

After 14 years of employment — 22 days —

After 15 years of employment — 23 days —

After 16 years of employment — 24 days —

And shall be granted an additional day of vacation with pay for each additional completed year of employment until the maximum of 35 days (280 hours) are accredited after the 18th year.

Police Sworn Represented Employees

Per Union Contract

Police Sworn Non-Represented Employees

6 days following 12 months of employment
11 days following 24 months of employment
14 days following 5 years of employment
16 days following 8 years of employment
17 days following 9 years of employment

And shall be granted an additional day of vacation with pay for each additional completed year of employment until the maximum of 35 days (280 hours) are accredited after the 18th year.

Vacation cannot be taken until earned.

Upon termination of employment, an employee shall receive pay, less payroll deductions, for the unused portion of the vacation time earned during the previous year plus any vacation time earned in the year of termination.

The number of employees on vacation at any given time shall be determined by the Department Head. Each department head shall schedule and approve vacation usage, giving due consideration to length of service, City needs, and the staff required to perform on-going City activities.

Employees may carry over 40 hours of vacation. All other accrued vacation must be taken prior to the anniversary day following its accrual or lost forever. The City Administrator may approve a short extension of additional carryover hours for usage under extenuating circumstances.

210 Sick Leave

All full-time employees shall be entitled to sick leave with pay.

A. Full-time employees shall accrue unused sick leave as set forth:

All Employees

1. Fulltime employees shall earn one sick-leave credit at the rate of one (1) day per month and may accrue unused sick leave to a total of 130 days.
2. Sick leave shall be granted for the following reasons: illness or disability of the employee; illness requiring the employee's personal care and/or attention; to keep a doctor or dentist appointment; or in conjunction with leave used in the death of the employee's family. Sick leave can be used consistent with the employee

scheduled work-day, i.e. 10 hour work day = 10 hour sick leave use, 8 hour workday = 8 hour sick leave use.

B. Sick leave may be used for:

1. An employee's sickness or injury;
2. An employee's medical or dental appointment;
3. The sickness or injury of an employee's parent, spouse or child or step-child; or,
4. A medical or dental appointment of an employee's parent, spouse or child or step-child.
5. Under the sick leave payout program
6. Under the donated sick leave program

C. In order to be granted sick leave with pay, the employee must:

1. Report the reason for absence from work promptly to the Supervisor.
2. Keep the City informed of the employee's condition.
3. Permit the City to make such medical inquiry or visits as may be determined necessary. A medical certificate certifying the inability to work may be required by the City for any sick leave in excess of three (3) consecutive workdays.

D. Sick leave shall be accumulated during the orientation period and can be used beginning with the first month of employment.

E. When an insufficient sick leave balance remains to cover an employee's absence, the uncovered days may be charged either to accumulated vacation or personal leave. Sick leave cannot be advanced.

F. While an employee is on paid sick leave, the accrual of sick leave and vacation leave benefits shall continue during the period of convalescence.

G. An employee receiving sick leave with pay and simultaneously receiving compensation under Worker's Compensation laws shall receive only that portion of the employee's regular salary which will, together with the Worker's Compensation payments, equal the employee's regular net salary. The employee's sick leave balance shall be charged accordingly. An employee shall not accrue sick leave while on Worker's Compensation or other forms of paid or unpaid leave.

H. Sick Leave Accrual Pay Out:

Employee who has reached 900 hours of accumulated sick leave can request a payout of up to 50 or less hours which will be paid at 50% of the total requested. Employees shall make a request through the Department Head to the City Administrator.

Upon retirement under WRS guidelines, employees will receive payout of accumulated sick leave per the following terms.

I. Non-Represented

Upon retirement and ten (10) years of service the following shall apply:

Employees are entitled to 50% of accumulated unused sick leave up to sixty-five (65) days payout as retirement pay at the time of retirement. The age at which one may retire shall be that which is set forth in the Wisconsin Statutes. Employees may elect to use 50% of accumulated Sick Leave toward health insurance premiums instead of taking a cash payout. This is either/or, employees shall not combine these benefits.

2. Represented

Upon retirement and ten (10) years of service the following shall apply:

Employees are entitled to 50% of accumulated unused sick leave up to sixty-five (65) days payout as retirement pay at the time of retirement. The age at which one may retire shall be that which is set forth in the Wisconsin Statutes. Employees may elect to use benefit toward health insurance premiums instead of taking a cash payout.

3. Police Department Represented

Police Department: As agreed to for employee provided for in the WPPA union contract.

J. Serious Injury - Sick Leave Donation Program:

A. Sick Leave Donation Program:

The Sick Leave Donation Program has been established to assist employees faced with a serious medical illness or injury to themselves or an immediate family member. The Leave Donation Program allows employees to voluntarily transfer accrued sick time hours to another eligible employee within the City.

1. Donating Employee

To qualify as a donating employee, an employee must be a **training** or regular status employee of the City with accrued sick leave to cover donated time.

2. Requesting Employee

The requesting employee must be on an approved leave under the Federal Family and Medical Leave Act. The employee must also demonstrate a need of at least 40 hours of donated leave.

The period in which an employee may receive donated leave is the period of Family and Medical qualified leave which would otherwise be unpaid because leave balances have been reduced to zero. Employees may not receive workers compensation benefits prior to, or while receiving donated leave.

3. Qualifying Event

To receive donated leave, an employee must apply for and receive approval for leave under the Family and Medical Leave Policy. Employees may request leave for a serious health condition affecting themselves, their spouse, parent, child, stepchild or someone with whom the employee has an "In Loco Parentis" relationship. Donated leave may not be used for parental leave following the birth or placement of a child for adoption or foster care

4. Sick Leave Accruals

Donating employees may donate accrued sick leave which will be converted on a straight hour for hour basis to the recipient employee's sick leave account. Donated hours can only be credited for subsequent use. Any hours donated after the payroll cut off shall not be retroactively applied.

The donated leave, when converted, will be treated and utilized as sick leave for all authorized purposes. If the donated sick leave is unused when the employee returns to work, the recipient employee may retain the sick leave hours or return them to the original donating employee.

Employees, while using donated leave on an approved Family Medical Leave, will continue to be eligible for City paid health benefits.

211 Bereavement Leave

Employees may take up to three (3) consecutive working days of paid Bereavement leave with pay for the death of a parent, spouse, brother, sister, children/step children, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild.

Employees may take one (1) day of paid Bereavement leave for the death of aunt, uncle, niece, nephew or any other relative in the employee's household or spousal equivalents.

In addition, time off without pay may be allowed by the City Administrator upon request.

212 Jury Duty

Employees shall be granted time off with pay, less jury duty pay, for reporting for jury duty. If the employee is not chosen for the jury or if the employee is chosen and released, the employee must report back to work and complete the regular work day if reasonable and practical. The employee shall provide the City with proof of jury service.

213 Military Leave

An employee will be granted a military leave of absence without pay to serve in the United States Armed Forces, in accordance with federal and state regulations. An employee may elect to use available vacation time while on a military leave but is not required to do so for that purpose.

214 Workers Compensation

The City shall maintain Worker's Compensation insurance coverage of all employees in the manner provided by Wisconsin Statutes covering injuries incurred in the course of their City employment.

Any employee who sustains an injury while engaged in City employment shall immediately report the injury to the employee's department head or immediate supervisor. As soon as possible the employee shall in addition report the injury to the City Clerk, and shall complete any documents required by the Clerk in regard to the injury to complete the claim. Where the employee is hospitalized or otherwise incapacitated so as to be unable to report the injury to the Clerk, the employee's spouse or other agent may make the report.

The department head or immediate supervisor of any City employee shall, upon receiving report of an injury on the job, assist the injured employee in securing medical attention for the injury where it seems reasonably indicated.

An employee shall not accrue sick, holiday or vacation time while on workers compensation leave.

215 Family Medical Leave

See Appendix A.

216 Leave of Absence

A leave that does not involve paid time off or Family Medical Leave is categorized as an unpaid leave of absence.

Employees may request an unpaid personal leave of absence in writing to the Administrator. Such request must set forth the period of leave and the reason for such leave. Approval of requests are in the City's sole discretion. No leave will be granted for the purpose of seeking other employment. If medically related, the employee shall provide medical documentation stating the nature of and verifying the necessity for the leave.

No benefits shall accrue during an unpaid leave of absence. At the employee's expenses, an employee may continue the employee's health insurance during an approved leave of absence in accordance with applicable state and federal continuation requirements.

An employee on unpaid leave of absence shall give at least one week's written notice before returning to work. If the leave was medically related, the City may require medical documentation that the employee is fit to return to work. An employee returning from an approved leave of absence shall be reinstated into the employee's former position subject to operational considerations.

Failure to report back to work at the expiration of any leave shall be considered a voluntary

resignation.

217 Inclement Weather

On rare occasions, weather or other conditions may cause interruption of the normal work schedule such that the Administrator determines that employees should be sent home.

In the event an emergency, weather or other, situation exists at the start of the work day or continues from a previous day, non-exempt employees who do not report for work shall not be paid. However, at the employee's request, the day or days may be counted as vacation time or compensatory time, if available, rather than have their pay reduced because of the missed time. Any employee who chooses to go home will not be paid for the balance of the day, but will be given the opportunity to make up the lost hours during the balance of the work week, if possible.

218 Travel Policy

The purpose of this policy is to establish the rules governing travel expenses and to detail procedural matters concerning travel authorization, documentation and accounting. This policy is applicable for all travel expenses incurred on behalf of the City by employees, elected officials and Board and Commission members.

A. Policy. The City recognizes that business travel is necessary at times to conduct City business, and to attend out of town professional conferences, training sessions and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for obtaining travel advances and submitting expenses for reimbursement.

1. Transportation

Commercial carrier fares shall be limited to "coach" or "economy" fares. Travel to and from train stations and airports may be by bus, hotel limousine, taxi or private vehicle. In which case, mileage will be paid. Receipts for transportation costs are required.

Utilization of City vehicles are encouraged for business travel. Prior approval must be obtained by the appropriate Department Head. Any expenses (i.e. gasoline or repairs) attributed to City vehicles, as well as expenses for tolls, parking and garage charges, will be reimbursed upon submittal of receipts.

Private vehicles may be utilized for business travel when City vehicles are not available. Prior approval must be obtained by the City Administrator. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking and garage charges, upon submittal of receipts and reimbursement request form.

No employee may use any automobile for City business of any nature unless the automobile is insured in the amount mandated by State law.

When driving on City business, the use or possession of alcohol or controlled substances before driving or while driving is prohibited. Employees shall not use electronic devices while driving unless utilizing hands-free devices unless otherwise exempted by state law or local ordinance. This does not prohibit the use of mobile or portable radios.

The City will not be responsible for damage to employees' cars while on City business.

Employees should not drive to meetings, training or conferences when the travel time requires more than eight-hours, unless the employee is utilizing holiday or vacation time. In such instances, no reimbursement will be made for lodging, meals or other incurred expenses.

2. Lodging

Employees are expected to stay at mid-priced and economy hotels unless a conference discount is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges will not be reimbursed.

City employees are exempt from paying sales tax in Wisconsin and should avoid so by furnishing retailers with tax exempt certificate.

Lodging reimbursement shall be limited to the minimum number of nights required to conduct the assigned City business. Employees choosing to arrive early or stay later will not be reimbursed for additional lodging or related expenses.

Lodging expenses shall **not** be reimbursed for meetings or conferences held within thirty (30) miles of the City, unless prior written approval is obtained from the City Administrator.

3. Meal, Entertainment & Miscellaneous Expenses

Employees will be reimbursed for meals, tips and other miscellaneous expenses, upon submittal of itemized receipts. Meal expenses will be limited to the federal per diem per day/meal, for purchases outside Sauk County. Reimbursement for alcoholic beverages is not permitted.

Entertainment, amusement or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the City's business. The business purpose of the entertainment, the names of the persons involved and the business relationship must be disclosed on the reimbursement request.

4. Hours Worked

Non-exempt employees covered by the Fair Labor Standards Act (FLSA) will be compensated for all hours worked during travel and attendance at training programs when:

- Attendance is during the employee's regular working hours;
- Attendance is mandatory;

- The training is directly related to the employee's job; and
- The employee is performing productive work while attending the training program.

Out of town travel is covered by two sets of rules, depending on whether the assignment is for one day or requires an overnight stay:

- Travel time to a one-day program in another city: All hours spent traveling are considered hours worked.
- Travel time to a program involving an overnight stay: Time spent traveling is counted as hours worked if it coincides with the employee's regular work hours. This is true even if it falls on a day that is normally a non-working day for the employee (i.e. Saturday or Sunday travel time during regular work hours will be counted as hours worked).

5. Registration and/or Tuition Fees

Registration and tuition fees for professional and technical meetings and conferences are reimbursable, upon submittal of receipts, or may be paid directly by the City.

6. Travel with Spouse and/or Family

If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied.

7. Code of Conduct

While traveling, employees are representing the City and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.

B. PROCEDURES FOR AUTHORIZATION

1. Travel Authorization

Employees must receive written authorization to travel before any business travel is undertaken. Employees should submit their travel request at least 15 days prior to departure and obtain the supervisors written authorization for the trip. The travel request must contain the following information:

- a. Employee's name
- b. Destination
- c. Purpose of the trip
- d. Dates of departure and return
- e. Type of transportation requested
- f. Supervisor's written approval

When possible, travel arrangements should be charged or billed directly to the City.

2. Expense Report

A reimbursement request should be filled out upon the completion of the business travel, and turned into the Clerk's Department. Itemized receipts must be attached to the report to receive reimbursement for:

- commercial carrier travel costs (including bus, limousine or taxi);
- gas, repairs and vehicle expenses;
- tolls, parking and garage charges;
- lodging;
- meals;
- registration and tuition fees;
- miscellaneous expenses (i.e. entertainment). Receipts for entertainment must include a note that indicates the business purpose of the entertainment, the names of the persons involved and the business relationship.

219 City-owned vehicles

The City may assign vehicles for use by employees in their daily duties and to respond to call-outs, emergencies and other after hour tasks that are necessary for the maintenance of service to the citizens of Reedsburg. Vehicles may be assigned by department heads for the respective department, subject to review by the Administrator. All employees must show proof of insurance and obtain/maintain a valid Wisconsin Driver's License.

The City maintains several vehicles available for use by all departments which should be used for traveling to and from training sessions and meetings outside the City. Employees using these vehicles must complete a usage log.

City vehicles shall not be used for personal reasons except in limited circumstances.

220 Uniform Allowance

Uniforms or uniform allowance will be provided to employees of certain departments as authorized by the Department Director and City Council. Employees who are provided uniforms or uniform allowance shall wear such uniforms at all times while on duty. Uniforms shall be kept as neat and presentable as working conditions permit. Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, then the employee should check with his/her Supervisor or Department Director.

General and Non-Sworn Employees:

Each year at the annual budget time the amount of Uniform Allowance is established upon recommendation from Department Heads. The Budget contains the approved amounts. No carry-over of Uniform Allowance is permitted.

Sworn Represented Employees:

Each employee shall be allowed the amount negotiated in the Wisconsin Professional Police Association with no yearly carry-over.

221 Employee Merit and Recognition Program

Employee Merit Pay Plan:

Merit pay is one of the most frequently used methods to pay an employee based on individual performance. The essential goal of a merit pay program is to link pay to performance in a manner that is consistent with the mission of the organization. There are generally two conditions required to make the system work.

1. variations in employee performance must be measurable and measured
2. managers must be provided with the necessary tools to determine the appropriate rewards

Employee Service Award Program:

Mayors/City Administrator Awards: The Mayor's or City Administrators Awards are presented to the City Departments or employees who have demonstrated success in reducing or eliminating workplace injuries and have reached their target or made significant gains towards a safe workplace.

Employee Recognition Program: (Merit Pay/Bonus Plan)

Salary/wage grade changes (Driven by Employment Market Conditions), cost of living adjustment are separate from the Employee Recognitions Program.

SECTION 3 BENEFITS

301 Health Insurance

Full-time employees and their eligible dependents shall be eligible to participate in the City's group health insurance program during the period of their employment, upon the following terms:

- A. Application must be made for coverage at the time of hiring. Any employee who later applies for coverage may be required to furnish evidence of insurability as a condition of participation, and may be rejected if uninsurable or may have limitations imposed on the employee's coverage due to preexisting conditions.
- B. The City shall have the exclusive right to determine the identity of the insurer or insurers (which may include the City should it opt to be partially or totally self-insuring), the nature and extent of the coverage, and the premium amounts, deductible or co-pay amounts, if any, provided that during the term of their employment all full-time employees of the City, whether union or non-union, shall be included under the same program.
- C. Employee contributions and premiums for health insurance are set annually by the Common Council.

The City shall continue to pay the City's portion of the employee's premium during the time the employee is on approved sick leave or worker's compensation provided the employee remains employed by the City. Continuation during other types of leave must be approved by the Common Council or continued at the employee's expense.

Health insurance benefits are non-duplicable, that is, family members employed by the City are entitled to a maximum of one-family coverage.

302 Vision Insurance

Full-time City employees are eligible for Vision Insurance made available by the City. The employees shall pay the entire premium cost.

303 Dental Insurance

Full-time City employees are eligible for Dental Insurance made available by the City. The employees shall pay 50% of the premium cost.

304 Life Insurance

The City will offer life insurance coverage under the State of Wisconsin Group Life Plan to employees after six months of employment. The Plan provides basic coverage as well as optional coverage, including up to three units of additional coverage and spouse and dependent coverage. The City

will pay the premium for the basic coverage. The employee will pay the premium for any optional coverage for which the employee enrolls.

The City shall pay the City's portion of the employee's premium during the time the employee is on approved sick leave or worker's compensation so long as the person remains a City employee. Except as otherwise required by law, continuation during other types of leave must be approved by the City Council and must be paid by the employee.

305 Retirement

The City will participate in the Wisconsin Retirement System. Employee eligibility and City employee premium amounts of payments are established as required by state law.

306 Cafeteria Plan

The City maintains a Cafeteria Plan (Section 125) that allows employees to make pre-tax contributions for their health and dental insurance premiums. In order to participate in the Plan, employees must make the appropriate election. Questions about the Cafeteria Plan, qualifying expenses and applicant limits can be answered by the Deputy Clerk Treasurer.

307 Education Assistance Program

- A. The City is committed to giving each employee an opportunity for growth and development. The educational assistance program provides the financial assistance to individuals endeavoring to increase their knowledge and improve job skills.

All full-time, regular employees are eligible for participation. New full-time employees are eligible after successfully completing the **training** period.

Employees who wish to pursue a degree program must have the approval of the Administrator.

Courses taken must meet one of the following criteria:

1. Job-related or within employee's current field of specialization
2. Aid in preparing employee for future opportunities as part of employee's overall developmental program.
3. Required as part of undergraduate or graduate degree program in City-related degree.

An employee must submit a detailed written narrative of the course outline and reasons the courses would benefit the Employee/City to the Department Head who will review and forward to the City to the Administrator.

The City Administrator will approve or deny the request. Denied request may be reviewed by the Personnel Committee.

- B. Approval of requests is the sole discretion of the City, including the number of courses taken in each semester. An employee's course load should not unduly interfere with the employee's position responsibilities or work schedule.
- C. Courses must be taken at an accredited institution.
- D. When an employee is required by the employee's supervisor to enroll in a class or specific program, this is considered "training", not educational assistance.
- E. Reimbursement will be made upon successful completion of an approved course defined as:
 - 1. A letter Grade of "A" = 100%, "B" = 95% AND "C" = 90%
 - 2. Completion of the course within time limit set by the institution.

The Employee must submit verification of final grade and proof of payment for eligible expenses to the Department Head and City Administrator for payment.

Reimbursement for tuition will be paid at a maximum of \$2,500 per calendar year.

Reimbursement for course related expenses will cover up to \$50 per course for books, lab/registration fees, thesis typing/bindings, etc.

If employee is unable to complete a course due to a job-related commitment caused by the City, full reimbursement will be made.

If an employee resigns or is terminated for just cause before completion of the course, the employee will not be reimbursed by the City.

308 Licenses

The City will pay the cost of licenses required of the job.

309 Disability Insurance

The City will provide a long-term disability insurance coverage for non-represented sworn police department employees similar to represented sworn employees. This coverage will go into effect 120 days after the employee becomes disabled under the terms of the plan.

SECTION 4 GENERAL POLICIES

401 Code of Ethics / Gifts and Gratuity's

An employee may not use or attempt to use the employee's position to obtain financial gain, anything of value or any advantage, privilege or treatment for the employee or member of the employee's immediate family's private benefit or for an organization with which the employee is associated other than which the employee is entitled arising from Utility employment.

No employee or member of the employee's immediate family may, directly or indirectly, solicit or accept from any person or entity, directly or indirectly, anything of value if it could reasonably be expected to influence the employee's job performance or could reasonably be considered as a reward for the employee's action or inaction.

No employee may:

- Take any employment action affecting, directly or indirectly, a matter in which the employee, a member of her or his immediate family, or an organization with which the employee is associated has a financial or personal interest;
- Use the employee's position in a way that produces or assists in the production of a benefit, direct or indirect, for the employee, a member of the employee's immediate family either separately or together, or an organization with which the employee or the employee's immediate family member is associated.

This does not prohibit an employee from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

No employee shall grant any privilege, anything of value, special consideration, treatment or advantage to any person beyond that which is available to every other person except as may be specifically provided for by law. “

“The Municipal Code of Ethics is codified in the Reedsburg General Ordinances in Section 1.20 which outlines in detail the Code of Ethics governing City employees.”

402 Anti-Harassment and Anti-Retaliation Policy

PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination and retaliation.

POLICY

The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal employment

opportunities and prohibits discriminatory practices, including harassment. Therefore, it is the policy of City to ensure a workplace free of discrimination or harassment based upon age, race, religion, color, sex, national origin, ancestry, handicap, physical condition, disability, arrest or conviction record, sexual orientation, marital status, military participation, or any other characteristic protected by law ("protected status"). Harassment or discrimination of any such kind will not be tolerated.

This policy applies to all employees regardless of position in the organization, as well as vendors, customers and others. Conduct prohibited by this policy is unacceptable in the workplace or in any work related setting outside the workplace, such as during business trips, business meetings or business related social events.

Discrimination: State and federal law prohibits employment decisions to be made, in whole or in part, on the basis of protected status. Discrimination of this kind is in direct violation of this policy and will not be tolerated.

Harassment: For purposes of this policy, harassment is defined as any verbal or physical conduct that is designed to threaten, intimidate, coerce or denigrate an individual because of his/her protected status and has the purpose or effect of:

- A. Creating an intimidating, hostile, or offensive work environment;
- B. Unreasonably interfering with an individual's work performance; or
- C. Otherwise adversely affecting an individual's employment opportunities.

Examples of harassing behavior include, but are not limited to:

- A. Comments regarding a person's protected status; or
- B. Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or otherwise shows hostility toward an individual or group because of protected status.

Sexual Harassment: Sexual harassment is a form of harassment and is illegal under state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- A. Is made explicitly or implicitly a term or condition of employment;
- B. Is used as the basis for an employment decision; or
- C. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive work environment.
- D. Examples of sexual harassment may include, but are not limited to:

1. Unwanted sexual advances or requests for sexual favors;
2. Sexual jokes and innuendoes;
3. Verbal abuse of a sexual nature;
4. Commentary about an individual's body, sexual process or sexual deficiencies;
5. Leering, whistling, or touching;
6. Insulting or obscene comments or gestures;
7. Display in the workplace of sexually suggestive objects or pictures (whether print or electronic); or
8. Any other physical, verbal or visual conduct of a sexual nature.

Reporting Harassment, Discrimination or Retaliation: The City encourages reporting all perceived incidents of discrimination or harassment, regardless of the offender's identity. The City will investigate all such reports. Individuals, who believe they have been a victim of, or have witnessed such conduct, should relay their concern to their immediate supervisor. Should the individual not feel comfortable discussing the situation with their immediate supervisor, they should talk with the Mayor, City Administrator, or any other supervisor within the organization.

The City also prohibits retaliation against any individual who reports discrimination or harassment or participates in the investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation is itself a violation of this Policy and will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

An employee who makes a false or malicious complaint of harassment, discrimination or retaliation may be subject to appropriate disciplinary action, up to and including termination.

Results of an investigation indicating harassment, discrimination or retaliation will be dealt with appropriately. An employee who violates this policy may be referred for counseling or training or be subject to disciplinary action, up to and including termination."

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

Name of Complainant: _____ Date: _____

Date of Incident: _____ Time: _____

Location of Incident: _____

Name of Witnesses to the Incident [Include email / telephone number if known]: _____

Details of the Incident [Attach additional pages if necessary]: _____

Have you reported this or similar behavior before [If so, please indicate to whom and date reported]?

Have you discussed this complaint with anyone else [If so, please indicate to whom and date discussed]?

Do you know of any documents that may be relevant to this matter [Please attach]?

How would you like this matter resolved? _____

The foregoing information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Intake Signature: _____

Date: _____

403 Violence Free Workplace

The City strives to maintain a workplace for employees free from any form of violence. The City is committed to preventing workplace violence and to maintain a safe work environment. Engaging in any workplace violence or threats of violence may result in immediate termination of employment.

It is up to each employee to help make the City a safe workplace for all employees. The expectation is that each employee will treat all other employees, as well as customers and potential customers of the City with dignity and respect. Employees can and should expect management to care about their safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations which occur.

Prohibited conduct includes, but is not limited to:

1. Injuring another person physically;
2. Engaging in behavior that creates a reasonable fear of injury to another person;
3. Engaging in behavior that subjects another individual to extreme emotional distress;
4. Possessing, brandishing, or using a weapon of any kind during work hours except for storage in a vehicle consistent with Wisconsin law;
5. Intentionally damaging property;
6. Threatening to injure an individual or to damage property
7. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
8. Retaliating against any employee who, in good faith, reports a violation of this policy.

All threats of or actual acts of violence either direct or indirect, should be reported as soon as possible to an employee's immediate department head or supervisor. This includes threats by employees as well as threats by domestic partners, citizens, vendors, solicitors, or any other member of the public. When reporting a threat or actual acts of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the department head. An employee should not place him or herself in real or perceived danger. If an employee sees or hears a commotion or disturbance near their workstation, the employee shall not attempt to intercede. The department head or supervisor should be contacted, and, if appropriate, 911 called.

The department head or designee will promptly investigate all reports of threats or actual acts of violence and suspicious individuals or activities. The identity of the individual making the report will be kept confidential to the extent possible. In order to maintain workplace safety and maintain the integrity of the investigation, the City may suspend employees, either with or without pay, pending the outcome of the investigation.

Employees found to be responsible for threats of, or actual acts of violence or other conduct that is in violation of this policy will be subject to immediate disciplinary action, up to, and including

termination of employment. If a person other than a City employee is found to be responsible for threats or actual acts of violence or other conduct that is in violation of this policy, the City will prohibit such person from entering onto City property.

404 Alcohol and Controlled Substances

The City is committed to providing employees with a safe, healthy and efficient workplace. To maintain the safety and health of its employees and those people to whom the City provides service, the City establishes the following rules:

- The use, possession, distribution, sale, manufacture, or being under the influence of illegal drugs during working hours, including lunch or other break periods, or while on the City's property is prohibited. Illegal drugs include non-prescription controlled substances.
- Employees are prohibited from being under the influence of, using, possessing, distributing, or selling alcohol during working hours, including lunch or other break periods, or while on the City's property, unless on a licensed premise.
- The use of drugs prescribed by a physician or dentist licensed to prescribe drugs which affect an employee's job performance is prohibited. Employees shall promptly inform their supervisor that they are taking a prescription medication which may affect their job performance. In doing so employees do not have to identify the medication or the medical condition for which the medication is prescribed, but rather may provide a physician's certificate of safety to work and of any work restrictions caused by use of the medication. Employees have a duty to ask the employee's physician whether any medication may create a work safety issue.

Any employee who is involved in a material work-place accident or incurs a work-place injury will be required to follow DOT testing requirements if they hold a CDL licenses and are performing a safety-sensitive function at the time of the accident or injury.

A positive test for illegal drugs or a positive alcohol test will be considered a violation of this rule and may be grounds for discipline, up to and including termination.

If an employee's supervisor has reasonable suspicion to believe that an employee is either using or under the influence of alcohol and/or illegal drugs during working hours, the employee may be required to submit to a reasonable medical evaluation which may include urinalysis, a blood test, or breath-screening test.

Any employee who refuses to submit to a reasonable medical examination shall be considered insubordinate and subject to disciplinary action, up to and including termination.

The City encourages employees who have alcohol/drug dependency to seek counseling or treatment. The City operates an Employee Assistance Program for regular employees.

Employees are required to notify the Administrator within five (5) calendar days following filing of charges and/or conviction of a criminal drug or driving under the influence of alcohol statute. The City may be required to advise Federal/State granting agencies of any convictions, as a condition of receiving assistance.

Employees who are required to possess a Commercial Driver's License (CDL) or those who directly supervise employees who must possess a CDL must comply with the City's drug and alcohol testing policies and federal and state licensing laws governing CDL's.

405 Employee Assistance Program

The City shall operate an Employee Assistance Program (EAP). This program is available for full-time or part-time employees only and is not available to seasonal or limited term employees. The EAP shall offer confidential assessment and counseling services for employees and dependents.

Employees may be requested to attend the EAP as part of a positive program toward improving the employee's performance. Employees are encouraged to enter the program on a voluntary basis. The City recognizes that personal, behavioral and medical circumstances can affect a person's health, safety and/or job performance. Employees may also be affected if their family members experience these circumstances. For these reasons, the City encourages employees and their dependents to use the EAP as a source for good information about many life circumstances and problem solving.

Reports from the agency, firm or person designated to operate the EAP for the City shall only provide the Administrator with summary reports indicating the amount of program usage.

Nothing in this policy shall obligate the City to assume any financial responsibility for the services provided to an employee or a dependent.

- A. The City will provide assistance for employees and their dependents facing life circumstance issues to find and access informational, diagnostic, counseling, treatment and support resources.
- B. The City of Reedsburg contracts with a Employee Assistance Program (EAP) provider for the City, employees and dependents. The EAP provides up to two hours of assistance each year for assessments, problem solving, resource identification, etc., for each employee and eligible dependent. Employees and eligible dependents that require treatment, additional services or support will be referred to suggested resources that can best meet their needs. The employee or dependents are responsible for all diagnostic and treatment services provided to the employee or dependent.
- C. The City will not discriminate against any employee in areas of job security or promotional opportunity due to their use of the EAP. An individual's voluntary participation in the EAP is confidential and will not be made part of the individual's personnel record. An individual participating in the EAP retains all benefits otherwise available.

- D. Employees are encouraged to contact the EAP voluntarily for a confidential assessment for any life circumstance issue for which they need good information.
- E. It shall be the employee's option to accept or reject a referral to the EAP or any subsequent referral to other resources.
- F. When job performance is affected, the supervisor may offer referral to the EAP at the written warning and suspension stage of discipline. A supervisor or co-worker may remind employees of the availability of EAP services at any time. Acceptance or non-acceptance of a referral to the EAP will not affect the application of discipline. The offer of EAP services should be documented.
- G. There is no cost to the employee or dependent for using the EAP (up to two hours). If an employee or dependent is referred for additional services (treatment, legal, counseling, financial, etc.) the cost of such services is the employee's or dependent's responsibility. City employee benefits, such as health insurance, may defray some of the cost. Employees may not abuse the opportunity to use the EAP.

Employees and dependents may contact the City Administrator for the phone number for the EAP to schedule an assessment. Appointments will be scheduled at locations or in a manner convenient to the employee or eligible dependent at mutually agreed upon times. Employees and dependents may also contact the City's EAP Coordinator or the Administrator for information about the EAP or assistance in scheduling.

Supervisors should contact the EAP Coordinator or the Administrator for consultation and support in any employee performance problem situation. It is the supervisor's job to monitor employee job performance, not to diagnose or counsel employees about personal problems.

If requested, either the EAP Coordinator or Administrator will meet with any employee or dependent to facilitate a referral to the EAP for a professional assessment.

406 Solicitation

In the interest of maintaining a proper business environment and preventing interference with City work and inconvenience to its customers, the City establishes the following rules related to solicitations and distribution of literature on City property, except as authorized by the Administrator:

- Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during work time.
- Employees may not distribute literature at any time in working areas.

- Non-employees may not solicit or distribute literature in or on any City buildings at any time for any purpose.

"Work time" includes the working time of both the employee doing the soliciting and/or distributing and the employee to whom the soliciting and/or distributing is directed. "Work time" does not include break periods, meals periods or any other specified periods during the work day when employees are not, with the permission of their supervisor, engaged in performing their work tasks.

"Working areas" includes all areas of City premises which it owns or has control in which work time activities are taking place and also includes the public areas of the premises.

407 Electronic Communications and Access to Information

This policy governs the use of the City's computers and information systems ("computer networks") by its employees.

Privacy. Any use of the City's computer networks by an employee constitutes a waiver of any right to privacy concerning such use. This includes personal communications. The City reserves the right and may exercise the right to review, audit, intercept, and disclose all communications on City networks at any time without prior notice to employees.

Software. The City has the exclusive right to install all software used on the City's computer networks. The installation of any software on the City's computer networks and work stations during work time or personal time without the City's express approval is prohibited. The City will remove all unauthorized software from its servers or work stations. The City will monitor software use by City employees for licensing purposes and to protect against viruses and unauthorized use of the City's servers or workstations by third parties. All software downloaded must be registered to and becomes the property of the City. Any software or files downloaded via the Internet into the City's network becomes City property.

All software must be used only in ways that is consistent with its license or copyright. No employee may use the City's Internet or e-mail facilities to knowingly download or distribute pirated software or data. Violation of any software license agreements or information services contracts by the unauthorized duplication of software, files, operating instructions or reference manuals is strictly prohibited.

Data. All data, whether on a server or on a workstation, is the City's property. Employees shall not purposefully delete or modify the work product of another City employee, a City member, or customer without the City's consent.

Some data in the City's computer networks is highly confidential; particularly, the City's customer information database ("CID") and all related data of the City members' retail customers and related analyses. The release of such City data to third parties shall be governed by applicable law and City policies concerning the release of retail customer data and related analyses, and the release of data from its CID.

Security and Remote Access. The City may provide employees with a unique user identification (UserID) to gain access to the City computer networks. Authorized users of the City networks will also be required to enter a password to gain access to their individual and shared areas on the network servers and other information resources located on the networks.

The City will provide each City employee or consultant requiring remote access with a unique identification (UserID) to gain access to the City remote communications servers. Remote access is provided to employees needing to access City computer equipment, software, and data from a location other than City offices or member locations. To avoid long distance charges, employees should use the City designated no-charge mode of access. City supervisors are responsible for determining the need for access by City employees.

City employees will be responsible for maintaining the confidentiality of their UserID's and passwords. City employees are required to change their passwords as directed. City employees shall notify the City if they believe that unauthorized users have obtained UserID or password information to gain access to their user area or the City's networks.

The City will change consultant passwords or remove UserID's as frequently as necessary to maintain security on City computer networks.

If the City believes that the security of the City computer networks has been compromised by an unauthorized user or otherwise, the City shall take appropriate action to disable the UserID and passwords of users, work stations, or other access points to the system that may be involved. The City shall revoke an employee's UserID access to the City computer networks upon termination of City employment at the City or at any time based on information indicating the employee has engaged in conduct that could disrupt, interfere, or expose the networks to damage or to unauthorized use.

The City may install filters to block access to inappropriate Internet sites. However, the fact that access to a particular site is not blocked does not necessarily mean that it is an appropriate site.

Computers that use modems to create independent data connections may interfere with the City's network security mechanisms and can potentially be used by a third party to compromise the City's network security. Any computer used for independent dial-up or leased-line connections to any City computer or network must be approved by the City and must be isolated from the City's internal networks.

Prevention of Computer Viruses. Computer viruses and other debilitating programs present a major threat to the integrity of the City's information systems. Viruses are programs that infiltrate a computer environment and disrupt or damage computers, networks, program applications, and data. To prevent such problems from occurring on the City's computer networks, authorized persons will install anti-virus software on servers and workstations. Servers and workstations will be scanned for viruses on a regular basis.

All disks and work station hard drives will be presumed to have viruses. Authorized users on the City's computer networks will, therefore, be responsible for scanning every disk before each use to prevent the propagation of viruses on workstation hard drives, to prevent any potential disruption to the networks, or any disruption that may occur by the transmission of data or material containing a virus to third parties.

Monitoring Communications and Software Use. All communications and data on the City computer networks may be public records subject to disclosure under the state open records law, with certain exceptions. All communications on and uses of the City's networks or applications of any licensed software program installed in a work station or server during work or personal time may be monitored from time-to-time. City employees should be aware that any such communications and other uses of the networks are not private and that the City reserves the right and may exercise the right to access and disclose all messages on the City networks at any time with or without prior notice to the employee.

Data Storage. The City shall be responsible for organizing all data on the City computer networks in a manner that will allow users to readily access files and other information on the networks.

The City shall further establish procedures or protocols governing the deletion and retention of all data on the networks, including the development of record retention schedules.

While the City is responsible for disaster recovery and backup of all data on City servers, City authorized users on the computer networks are responsible for protecting data or information maintained locally at their workstation. This includes backing up data on individual work stations to ensure that data saved on individual work stations conforms to established record retention schedules and that such data is available to authorized users during the appropriate retention periods.

E-Mail. The content and maintenance of the City's electronic mail and shared file storage areas are the user's responsibility. Authorized users should follow standard business etiquette in using this medium.

Like all other communications on the City computer networks, City employees should be aware that electronic mail messages sent within the City networks or on the Internet using the City's computer equipment are not private communications and that all e-mail messages are the property of the City. The City reserves the right to access, review, and disclose all e-mail messages. The City staff should regard all e-mail messages as non-private communications that may be viewed by others.

Employees using e-mail should delete unwanted messages or files immediately in order to preserve disk storage space. Alternatively, users should transfer to disks or hard drives any e-mail messages or files the user wants to save.

Internet Access. The Internet provides access to a wide variety of resources that can assist City employees in the performance of their jobs. The City may monitor Internet usage at work stations and remote sites and maintain a record of employee time on the Internet and sites accessed.

The services available on the Internet are provided on a fee basis or free of charge. Each system has its own rules and limitations. City employees must be aware of computer security and privacy concerns associated with the use of various systems on the Internet. Employees must also guard against computer viruses. Employees must be aware of the costs involved in conducting research or communications on the Internet and must not incur charges for Internet usage without the Administrator's consent.

Personal Use of Networks and Computers. The City recognizes that employee computer use and the information resources available on the City computer networks can enhance employee knowledge of electronic information resources and can sharpen their information technology skills. Personal use of computers during non-working hours is permitted in order to enhance those skills so long as such use does not interfere with the employee's job responsibilities, the work of other City employees or members, or is used to the benefit of third parties. At no time, however, shall the City's computer networks, work stations, or laptops be used by employees for non-City business related purposes by an employee or on behalf of a third party. The City also reserves the right to limit personal use on a case-by-case basis, where more than incidental personal use or abuse becomes apparent to the City.

Personal use of Internet access and e-mail services is permitted during personal time provided that the accessed sites are at no cost to the City and as long as the employee agrees that any messages received or sent may be accessed, reviewed, and disclosed by the City at its discretion. An employee using City equipment on personal time must follow all guidelines set forth in this policy.

Personal time includes breaks, lunchtime, and time outside of established work hours. Employees using the resources to fulfill job responsibilities always shall have a priority over those desiring access for personal use.

All costs associated with personal use of the City's computer networks for printing information must be paid for by the employee. Employees shall reimburse the City for such costs by submitting a Personal Use form to the City Manager.

The use of storage space on servers for personal data is prohibited. Personal data may be stored on an employee's hard drive at individual workstations provided that space is available.

Social Networking. The City recognizes that employees may access and use internet or other social media sites, including LinkedIn, Facebook, My Space, Twitter, Instant Messaging, chat rooms, web sites etc. (collectively referred to for purposes below as "social network").

The City recognizes that there may be legitimate business reasons to access and use social networks for work purposes. If an employee has a legitimate business need to use social networks during working time, the employee should obtain advance approval from the employee's supervisor. Whether or not such usage is approved by the City, the following standards apply to employees' use of social networks:

- A. The City reserves the right to monitor social network use whether during work time, and outside of work hours if such use impacts the City.
- B. Any social networking performed on City property or using City networks is City property and employees do not have any expectation of privacy with respect to any communications utilizing them. The City reserves the right to access and review such usage at any time.
- C. Employees shall not use social networks to disclose trade secrets and confidential information or engage in unauthorized disclosure of City activities through such usage.
- D. Employees shall not display City logos and trademarks on social network sites without the City's permission.
- E. Use of social networks during working time is prohibited except with supervisory approval. Social networks may be used for personal purposes during non-working time (breaks or lunch) and then only in such a fashion as to not impact any employee's performance of City duties and in a manner not prohibited by this policy.
- F. Employees shall not use of the City's email address for registration on social networking sites.
- G. Employees shall not post false or defamatory information regarding the City or any of its employees on social networks.
- H. Employees shall not use of social networking sites in a manner which violates the City's harassment policy or other portions of this Electronic Communications policy.
- I. If an employee participates in social networking activities in such a manner that the employee's affiliation with the City is evident, the employee shall designate that the views expressed by the employee are the employee's private views and not the City's.
- J. An employee shall not represent, either expressly or implicitly, that the employee is a spokesperson for the City, unless authorized to do so by the City.
- K. If an employee expresses an opinion about the City's product or services or those of a City's client, the employee shall disclose that the employee is employed by the City.
- L. Non-exempt employees may not use social networking sites for approved work-related tasks during non-working hours.

Nothing in this policy shall be construed to limit an employee's exercise of §111.70(2), Stats., rights.

Any violations of these provisions may be grounds for discipline, up to and including termination.

Prohibited Activities. City employees shall not interfere with or disrupt the City's computer networks, other networks users, services, programs, software, or equipment.

Interference or disruption with the City networks, other network users, services, software, or equipment may include, but are not limited to the following:

- the use of the City system and/or networks to gain unauthorized access to remote systems;
- the use of the City system to copy unauthorized system files or copyrighted material, such as third-party software;
- intentional attempts to "crash" the City network systems or programs;
- attempting to secure unauthorized higher level privileges on the networked systems;
- the willful or negligent introduction of computer viruses or destructive programs that could adversely affect the City networks;
- sharing password and password information with any other person. If a City employee does share the employee's UserID with another person, the employee shall be solely responsible for the actions that other person has appropriated;
- deleting, examining, or modifying files or work product belonging to other employees without their prior consent; or
- using the network or any of its authorized software for personal gain or solicitation, to harass or threaten others, to send junk mail or "for-profit" messages.

Employees are also prohibited from engaging in the following conduct on the City networks:

- accessing sites or displaying items that may be regarded as offensive, indecent, or obscene by other employees or visitors;
- using abusive or obscene language in any messages transmitted on the networks, including any internal or external e-mail messages and Internet communications;
- engaging in behavior on the networks that is prohibited by the City's policy on harassment;
- engaging in any other conduct that could cause congestion and disruption of the City's networks and systems;
- disseminating political advocacy information;

- engaging in use that interferes with the employee's or another employee's performance of the employee's duties or which otherwise disrupts the operations of the City;
- posting commercial notices or other solicitations;
- engaging in use which is illegal, including the violation of copyright, gambling and pornography laws; or,
- accessing or attempting to access confidential information, including personnel records, medical records and financial information pertaining to the City or any of its employees.

Compliance with Laws. City employees will be responsible for adhering to local, state, and federal laws in conducting their work on the City's computer networks. Any attempt to break those laws through the use of the networks may result in litigation against the offender by the proper authorities. If such an event should occur, the City will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

408 Credit Cards and Fleet Card Use

A. Credit Cards

The City maintains corporate credit accounts and cards to facilitate purchases. The City Administrator will designate which employees will be authorized to use City-issued credit cards. No one other than the authorized individual is allowed to use a City-issued credit card. City-issued credit cards may only be used for authorized expenditures.

The use of a City credit card requires adherence to any and all City policies and procedures currently in effect, including, but not limited to, authorizations, processing and budgetary issues, in particular the provisions of this Handbook that pertain to attendance at conferences, training and seminars and expenditure of City funds. Any employee not following such policies will be responsible for the cost of the item charged and will have the privilege of using a city credit card withdrawn.

Any employee using a City-issued credit card must also use the City's tax-exempt status whenever applicable to ensure that no unnecessary charges are incurred through the use of a City- issued credit card.

Credit cards will be limited to no more than \$2,000 for authorized expenditures at any one time, unless specifically authorized by the Administrator or City Clerk-Treasurer, in writing.

When using a city issued credit card, employees must submit the receipt for the items charged, or they will not be processed and will become the responsibility of the employee.

Each month, the department head must review all of the expenditures made with the credit cards, ensure that the expenditures are in conformance with City policies and that all receipts are attached to the monthly credit card statement, prior to submitting the statement for payment. In the event the department head determines that an unauthorized expenditure has occurred, the Administrator and City Clerk-Treasurer must immediately be notified.

Any employee abusing the privilege of using a City of Reedsburg credit card may be subject to disciplinary action, up to and including discharge.

B. Fleet Fuel Cards

All fuel for City owned vehicles and equipment are issued fleet charge card or by signing for gasoline at the vendor location.

The following department's vehicles have been issued a fleet card for each City owned vehicle or equipment:

Administration, City Clerk-Treasurer	Public Works Department
Community Development: - Planning/Zoning/ Building Inspector	Engineering Streets Department

Public Safety: - Police Department and - Fire Department	Waste Water Department
Parks Department	Library Department

The Department Head in each area will be responsible for reporting and managing authorized users for their department to the City Clerk-Treasurer.

409 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the City of Reedsburg resides by law with the Common Council under the leadership of the Mayor and City Administrator. The Administrator, as chief administrative officer of the City of Reedsburg, is the primary professional advisor to the City of Reedsburg and head of the management team. The Directors of Departments of the City are part of the management team, and report to the Administrator. Supervisors subordinate to the Directors are also members of the management team. This management team concept is the process by which a recommendation for action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite to promote effective services for the community.

The Administrator is responsible for the development, supervision, and operation of the City and its personnel and facilities. The Administrator is given the latitude to determine the best method of implementing the policy decisions of the City Council.

All staff members and supervisors shall be responsible to the City Council and the Mayor through the City Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator to the City Council. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

The Administrator and those Department leaders, supervisors, and employees directed by the Administrator shall attend meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation – as distinct from deliberation, debate and voting of the Council members.

Any employee who receives directives or requests from any individual citizen, business representative or elected or appointed official are to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem,

then the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the City Administrator. If an employee feels harassed by another person based on one's protected status, then the employee is directed to follow the harassment reporting Policy in this Manual.

410 Light Duty

A. PURPOSE

The City provides light duty assignments only for conditions which are governed under Wisconsin's Worker's Compensation law and then on a case-by-case basis taking into account the nature of the condition and the availability of work.

SECTION 5 WORK RULES

501 Personal Appearance

City employees are expected to dress and act in a manner consistent with the position they hold and the degree to which they contact the public. City employees are expected to present a personal appearance that projects a positive image of the City.

An employee's supervisor is required to discuss the subject of personal appearance with the employee if it does not positively reflect the image of the City. Employees who are inappropriately dressed in the supervisor's opinion may be sent home and required to return to work in acceptable attire. Under these circumstances the employee shall not be paid for time away from the work site. Employees who do not comply with this policy may be subject to discipline, up to and including termination.

502 Tobacco

The use of tobacco or electronic smoking device (as defined in §315-9(C)(2)) products is not allowed in City buildings, facilities or vehicles.

503 Safety

The City attempts to balance City-wide control of some safety and risk management functions with departmental responsibility for the implementation of most functions. Each and every employee should be involved in contributing to a safe environment. Continual emphasis on safety and loss prevention techniques and the refinement of work procedures have been shown to significantly reduce injuries, property damage, and work interruptions. The City has designated the City Administrator as Safety Director and all employees are required to follow direction given by him/her in the area of Risk Management or safety issues. The Safety Director, or designee, will also keep and maintain incidence logs and keep adequate records as required by the state or federal government.

As a condition of employment, all employees are expected to adopt a concept that the safe way to perform a task is the most efficient and the only acceptable way to perform that task. Supervisors have been charged with the responsibility of maintaining a safe work environment and establishing safety rules and adequate training for all under their jurisdiction. Employees are responsible for following the safety rules, wearing the required protective equipment, promptly reporting all unsafe actions, practices and conditions that they observe, reporting all accidents and injuries occurring within the course of their employment, and cooperating and assisting in the investigation of accidents to identify causes and corrective measures to prevent their occurrence. Employees found not to be wearing required protective equipment will be required to leave the job site until properly attired without pay for the first offense, second offense will be a day off without pay. Subsequent offenses will be subject to discipline.

504 Housekeeping

Good housekeeping throughout all buildings is essential to safety, efficiency, and satisfactory working conditions. Every reasonable effort is made to provide facilities necessary to maintain a high standard of neatness and cleanliness. Good housekeeping is the responsibility of every employee. Employees shall know the housekeeping requirements of any job to which they are assigned and are required to carry them out.

505 Tools and Equipment

City employees shall take pride in their work and in the supplies and equipment that they use in their work. The City makes a large investment in the equipment and supplies necessary for employees to do their jobs. The City must pre-approve the purchase of any equipment or furniture. The City will replace equipment that becomes worn or defective through normal use. Replaced equipment must be returned to the City.

The City shall furnish all necessary gloves, belts, hand tools, and all necessary safety equipment for the protection of employees. Employees shall wear and/or utilize safety equipment that is provided by the City. The City will be responsible for cost of cleaning and maintaining the provided equipment, however, employees are responsible for the care necessary to ensure the longest possible life of the issued equipment.

City employees shall not use City tools, equipment or facilities for personal use.

Supervisors must be notified within one working day if any equipment, machines, tools, or vehicles appear to be missing, damaged, defective, or in need of repair

506 First Aid or Injury

The City is required to maintain accurate and complete records concerning work-related injuries and illnesses and expects each employee to cooperate in this duty. Therefore, an employee who becomes ill or sustains an injury while at work, no matter how slight, must report it immediately to a supervisor. Failure to report any work-related accident or injury is a violation of City policy and may result in discipline, up to and including discharge.

Employees who require medical assistance will be sent/taken for emergency treatment.

507 Attendance and Punctuality

The City expects prompt and regular attendance from all employees. This means that all employees must be at their appointed work stations on time and fully ready and able to work at their starting

time. Proper attendance and punctuality are important in order to maintain a good performance record.

Accurately recording of time worked is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Employees shall sign their time records to certify the accuracy of all time recorded. Supervisors shall review and initial the time records before submitting them to payroll for processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Exempt employees are required to turn in bi-weekly time sheets to the Deputy Clerk/Treasurer.

Unnecessary tardiness and absenteeism has a disruptive impact on City operations and may result in discipline and ultimately termination of employment.

Employees are required to call in and report absences or tardiness to their supervisor before the start of the work day unless circumstances prevent the employees from calling in. If an emergency situation exists, the employee must notify the supervisor at the earliest reasonable time.

An employee who fails to report for work for three (3) consecutive workdays without notice will be deemed to have voluntarily terminated City employment.

The following acts shall be violations of work rules and may be grounds for disciplinary action:

- A. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift; or failure to notify the proper authority of impending absence or tardiness;
- B. Unexcused or excessive absenteeism or failure to report to work;
- C. Frolic or detour for personal business or pleasure while on City time or on City business;
- D. Abuse of sick leave privileges, including but not limited to claiming inability to work due to illness or injury when in fact no such illness or injury exists which prevents working; and
- E. Failure to observe or break time periods.

508 Personal Appointments

Employees are encouraged not to schedule personal appointments during regularly scheduled hours of work. If it is necessary to be absent or to leave for a personal appointment, an employee must notify the supervisor as soon as possible, but no later than the day before such an appointment.

The time absent must be recorded and employees will not be paid for the time missed from work unless sick leave or other paid leave is permitted and available for use.

509 Personal Communications

Employees should take care of personal business outside of work. The City recognizes that there may be times when this is not possible. To minimize the disruption to the work day and other employees, the City expects that employees will make prudent use of City telephones and personal cell phones or other electronic communication devices for personal use. Personal communications should be made during lunch or break periods to minimize disruption of the workday, whenever possible. Misuse or abuse of this personal communication privilege may result in disciplinary action, up to and including termination.

Employees should request that friends and relatives call at work only in emergencies.

Personal use of City telephones for long distance calling, fax machines and copiers is not permitted without prior City approval and may be cause for disciplinary action, up to and including discharge.

510 Work Performance

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or failure to carry out work assignments;
- B. Sleeping on the job, temporarily ceasing to work, wasting production time or some other form of neglecting job duties and responsibilities;
- C. Disclosure of confidential information and records to unauthorized persons, when the employee has been informed that the matter is confidential;
- D. Intentionally falsifying records or giving false information relating to any matters relevant to City affairs to other City, State or Federal officers or employees responsible for record keeping or for enforcement of City, State or Federal law;
- E. Failure to observe all safety rules and practices on the job, including failure to use protective equipment and clothing;
- F. Failure to observe all safety rules and practices in the operation of City vehicles and equipment;
- G. Attempting to keep secret or unavailable information or records which are public records or which rightfully should be furnished to other government employees, including unauthorized destruction of records; and,
- H. Failure by a department head or other supervisory person to take appropriate action to enforce or to deal with infractions of these work rules by employees under his/her supervision;

511 Use of City-Owned Property

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Abuse or misuse of City property, materials or equipment including motor vehicles;
- B. Stealing or unauthorized possession of City property, equipment, or materials;
- C. Unauthorized use of City property or equipment including but not limited to vehicles, telephones, computers, copy machines, or mail service; and,
- D. Selling, giving away or otherwise transferring City property or the use of City property to any person unless specifically authorized to do so by the Common Council or by a Committee of the Common Council.

512 Personal Actions and Appearances

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Commission of a Federal or State crime during hours of employment as a City employee or involving the use of any City property or facility;
- B. Threatening, attempting to inflict, or inflicting bodily harm upon fellow employees, representatives of other agencies, or members of the public while working as a City employee, except when exercising a privilege conferred by law, and then only to the extent that such activity is legally privileged;
- C. Threatening, intimidating, interfering with, or using abusive language toward fellow employees or members of the public while working as a City employee, including slurs based upon race, reed, gender, or place of national origin;
- D. Sexual or other harassment of any other employee;
- E. Unauthorized possession of weapons on the job site or during working hours;
- F. Making or disseminating false, defamatory or malicious statements concerning other employees, supervisors or officers of the City;
- G. Unauthorized possession or use of alcoholic beverages or controlled substances during work hours, while on City time or property, or while engaging in City business;
- H. Reporting to work under the influence of alcohol or controlled substances;

- I. Manifesting evidence of abuse of alcohol or controlled substances when such abuse affects the employee's performance of his/her employment functions;
- J. Reporting to work in a condition reasonably likely to be unsafe to the employee, other employees, members of the public or to physical property due to the influence of medication or due to illness;
- K. Eating or drinking in unauthorized areas or at times when not authorized by supervisory personnel;
- L. Selling commercial or private products or services on City time or on City premises without written authorization;
- M. Unauthorized solicitation of funds or donations for any purpose on working time;
- N. Unauthorized distribution of printed matter on working time;
- O. Unauthorized possession, lending, borrowing, or duplication of City keys or credit cards; careless or improper use of City keys or credit cards; or failure to report promptly the loss of City keys or credit cards;
- P. When City employment requires wearing of a uniform, unauthorized or improper use of the uniform or failure to wear the uniform properly;
- Q. Soliciting or accepting any unauthorized compensation, reward, kickback, gratuity or gift of any kind or value for performing any service related to the employee's job as an employee of the City;
- R. Intentionally, carelessly or negligently damaging or destroying property owned by members of the public while performing duties as an employee;
- S. Conducting lotteries, playing cards for money, booking bets, or any other form of gambling by employees or outsiders on City time or premises is not permitted.

513 Outside Activities and Employment

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Transacting business as a City employee with any business entity in which the employee has an interest except as authorized by law. This paragraph shall not prohibit such transactions if approved by the Common Council after disclosure of the employee's interest in such business entity; and

- B. Engaging in any outside activities or employment which may impair the employee's independence of judgment or the employee's ability to perform job.

514 Political Activities

- A. Employees may participate in political activities, but only to the extent that such activities do not interfere with the employee's job duties or which use or create the appearance that the employee is using City employment for political purposes
- B. Permitted Political Activities. The following types of political activities by City employees are permitted:
 - 1. Membership in a political party.
 - 2. Participation in political party or campaign activities during non-working hours.
 - 3. Making voluntary contributions for political purposes.
 - 4. Management of a political campaign for a candidate during non-working hours.
 - 5. Display of political signs or other campaign materials at the employee's home.
 - 6. Running for a non-partisan office, if the holding of such office would not be incompatible with the employee's status as a City employee.
- C. Prohibited Political Activities. The following types of political activity by City employees are prohibited, and shall constitute violations of work rules and may be grounds for disciplinary action:
 - 1. Using the employee's authority, influence or status as a City employee to interfere with or affect a nomination or election.
 - 2. Using the employee's authority, influence or status as a City employee to intimidate, threaten or coerce any person to vote contrary to his/her free choice.
 - 3. Using the employee's authority, influence or status as a City employee to directly or indirectly intimidate, threaten or coerce any person to pay, lend or contribute anything of value, including services to any political party, organization or candidate for Political purposes.
 - 4. Using the employee's authority, influence or status as a City employee to threaten or to confer benefits or effect reprisals to secure desired political action or inaction.
 - 5. Engaging in political activities while engaged in City employment duties, such as wearing political identification or campaign materials while on duty, parking a vehicle

with a car-top political advertisement on City-owned property, passing out campaign materials on City time, placing political stickers or advertising on City vehicles, or similar activities in which the employee's political activities are intertwined with the duties of the employee's City employment.

6. Running for full-time partisan political office while employed by the City. The filing of nomination papers shall constitute running for such an office. Immediately upon such filing, an employee shall take an unpaid leave of absence from the employee's City employment, which shall last until the day after the election in which the employee is a candidate. An employee may use any of the employee's unused vacation time during the period of leave of absence, but may not use sick days during such leave. Failure by an employee to take such a leave of absence shall constitute grounds for termination of the employee's employment by the City.
7. Participating in the solicitation of funds to be used in any manner for a political campaign or political purpose while on duty as a City employee.

SECTION 6

Disciplinary and Termination Procedures

601 Discipline

City employees are at-will employees. This means that either the City or the employee may terminate the employee's employment at any time for any reason, with or without cause and with or without notice, so long it is not for an illegal purpose. The following corrective actions are available for supervisors to use. The City is not required to follow a progression of discipline, but may impose such corrective action as it deems appropriate for the circumstances. These procedures are not all inclusive and therefore departments may pursue other discipline methods appropriate to a situation, subject to approval by the Personnel Committee.

A. Available Corrective Activity

1. Oral Reprimand:

This involves a face-to-face meeting between the first line supervisor and the employee to discuss the unsatisfactory areas of the employee's work performance or conduct and suggestions for improvements. The employee should be warned of future disciplinary action if the situation is not corrected. The occurrence of such discussion should be documented by the supervisor, and a copy of such documentation placed in the employee's permanent record. Oral reprimands can be given by the supervisor without approval from the Administrator.

2. Written Reprimand:

This involves a written statement outlining the causes of the reprimand and indicating that disciplinary action will result if not corrected. Where applicable, references to previous oral reprimands should be noted. The written reprimand should be discussed with the employee at the time it is given and placed in the employee's personnel file. Written reprimands can be given by the supervisor without approval from the Administrator.

3. Suspension Without Pay:

This involves a removal from work without pay for a varying length of time, up to five (5) days. Notice of the suspension must be in writing with copies going to the employee, the Personnel Committee and the employee's personnel record. The written notice of suspension shall state the reason for the suspension and the length and dates of the suspension and shall bear the department head's signature. The written notice shall be delivered personally to the employee unless the employee is on vacation or sick leave, in which case it may be mailed to the employee's current or last-known home address as shown in the City's employment records. A suspension without pay must be approved by the Administrator.

4. Alternatives to Suspension:

a. Reassignment: Under some circumstances, reassignment of an employee to another job situation may be appropriate either as a disciplinary action or as a means of assisting the employee in avoiding disciplinary actions in the future. Where appropriate, the Administrator may offer the employee reassignment in lieu of other disciplinary actions, if another position is available. If the employee declines reassignment, other disciplinary actions appropriate the employee's conduct may be imposed.

b. Demotion: In some circumstances, the Administrator may offer demotion or transfer-demotions within a department as a disciplinary action. However, disciplinary demotions should only be made if there is reasonable belief that the action will improve the employee's conduct.

5. Discharge: This involves the employee's termination as a City employee. Discharge may be initiated by a suspension "pending discharge" to provide adequate time for additional investigation. If the facts continue to warrant discharge, the notice of discharge shall be issued in order to effectuate the discharge. All discharges shall be formalized in writing and signed by the department head or designee. Discharges of regular full time employees must be approved by the Personnel Committee.

Disciplinary Warning Notice

Employee's Name _____

Job Title _____

Date of Incident _____

Incident _____

Reason for Notice:

Action Taken On This Notice

_____ Oral warning

_____ Written warning

_____ Suspension for _____ days

_____ Termination

_____ Other (specify) _____

Next Step If Infraction Is Repeated

Supervisor Comments:

Employee Comments:

Signed _____ Signed _____

(Supervisor)

(Employee)

Date _____ Date _____

Original to be forwarded to City Administrator or Human Resources for employee's file

602 Separation from Service

All separations from City service shall be designated as one of the following: resignation/retirement, layoff, disability or dismissal. The termination date is recognized as the last day on the payroll.

A. Resignation/Retirement

Resignation or Retirements are voluntary, permanent separation initiated by the employee. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new employees. Employees are asked to submit their resignation in writing at least two (2) weeks in advance of their planned departure and retirement notices as soon as possible.

B. Layoff

A layoff is the termination of employment due to a shortage or stoppage of work or funds, functional reorganization, abolishment of a position, or other similar reasons.

C. Disability

An employee may be separated from City service when the employee is unable to perform the required duties due to physical or mental illness, injury or disease with a reasonable accommodation, if such accommodation provides an undue hardship, or the employee poses a direct threat to the employee's self or others.

D. Automatic Termination/Dismissal

Any employee absent from work for three (3) consecutive workdays without notifying the City will be considered to have voluntarily resigned from employment with the City. Workdays are deemed to be consecutive notwithstanding their separation by scheduled days off or by approved leaves of absence.

"Employee discipline" means an employment action which results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. "Employee discipline" does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under §19.59(1m), Stats., or other non-material employment actions.

"Employee" shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors, and those employees or officials whose employment status is regulated by the charter ordinance.

"Workplace safety" shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. "Workplace safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

C. Grievance Process

1. Written Grievance Submission. The employee must file a Grievance within seven (7) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. The Grievance must be in writing and must be filed with the City Administrator. The Grievance shall contain:
 - a. a clear and concise statement of the relevant facts and dates;
 - b. the identities of people with material knowledge;
 - c. relevant documentation;
 - d. steps taken to informally resolve the dispute and the results of those discussions;
 - e. rationale supporting the Grievance; and,
 - f. the remedy that should be issued.

A Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

2. Administrative Response. The City Administrator shall review the grievance and provide Grievant with a written response within fourteen (14) calendar days of receipt of the written Grievance. The written response shall contain a statement of the basis for the decision to sustain or deny the Grievance, and, if denied, the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer. The City Administrator is encouraged to meet with the Grievant to discuss the Grievance.
3. Impartial Hearing. The City Administrator's decision shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the City Administrator within seven (7) calendar days

of receipt of the Administrative Response. The hearing shall take place within a reasonable time, but in no case more than twenty-eight (28) calendar days from the filing of the written appeal. The Impartial Hearing Officer shall file a written decision within fourteen (14) calendar days of the close of the hearing.

4. Appeal for Review. The non-prevailing party may file a written request for review by the City Council within seven (7) calendar days of receipt of the Impartial Hearing Officer's written response.
6. Time Deadlines. No grievance shall be advanced if not filed or appealed within the Policy's time deadlines. The parties may mutually agree to extend any time deadline, which extension shall not be precedential.
7. Meetings/Hearings. Any meeting or hearing held under this Policy ~~System~~ shall be during off-duty hours unless specifically agreed to by the City.

D. Hearing

1. Selection of Hearing Officer. Following receipt of the Appeal for Review, the City shall select an Impartial Hearing Officer, who shall not be a City employee.
2. Representation. The Grievant shall have the right to representation during the Grievance Procedure at the Grievant expense. The representative shall not be a material witness to the dispute.
3. Nature of the Hearing. The Impartial Hearing Examiner will determine the scope of the hearing based upon the nature of the Grievance so as to provide the Grievant with an appropriate level of procedural due process. Thus:
 - a. The hearing may consist of testimony (not under oath) from witnesses with the opportunity for questioning by all parties and the Impartial Hearing Examiner, informal presentation by the City and the Grievant, or submission on paper record. The Impartial Hearing Examiner shall advise the parties of the manner in which the hearing will be held within seven (7) calendar days of appointment;
 - b. The Grievant shall have the burden of proof;
 - c. The hearing shall not be subject to the rules of evidence, however, depending on the nature of the hearing, a material fact may not be supported solely by hearsay evidence;
 - d. The parties are not entitled to discovery; and,

- e. The Impartial Hearing Examiner may compel witnesses as permitted under §788.06(2), Stats.
4. Record of Proceedings. The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the decision, the record shall be provided to the City Clerk for preservation for a period of at least seven (7) years. The record shall consist of the Grievance, the Administrative Response, a recording (written or audio) of any testimony or statements from the parties and witnesses, and any documents received into the record by the Impartial Hearing Examiner.
5. Hearing Costs. Costs involved in the hearing, included any fees charged by the Impartial Hearing Examiner, shall be borne by the City with the exception that the City is not responsible for any costs incurred by the Grievant for representation or consultation and production of evidence at the Impartial Hearing (including fees to compel witnesses and photocopying expenses).
6. Written Decision. After the close of the hearing, the Impartial Hearing Officer shall issue a written decision containing findings of fact, analysis and an answer to the following question: "Based on the preponderance of the evidence presented, has the Grievant proven the decision of the City was arbitrary or capricious?" The Impartial Hearing Officer shall only overturn it if the administrative decision is arbitrary and capricious.
7. Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a Written Response to the Grievance as set forth on Paragraph 6. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the City Council, and shall be addressed by the City Council in the event the Grievance is sustained.

E. Appeal

1. Written Appeal. The Notice of Appeal shall be in writing and contain a statement explaining the reasons for the appeal and a copy of the Grievance, the City's response to the Grievance, the record of the hearing as defined in paragraph 4(4), above, and the Impartial Hearing Officer's Written Decision. The Notice of Appeal may not include information that was not presented at the hearing. The request shall be filed with the City Clerk and with a copy to the prevailing party.
2. Review. The City Council shall review the materials submitted under paragraph 5(1) and determine whether a rational basis exists for the Impartial Hearing Officer's decision. The findings of fact of the Impartial Hearing Officer shall not be overturned unless clearly erroneous.

In the event the City Council sustains the Grievance, the City Council shall determine an appropriate remedy for the Grievant.

In the event the City Council does not sustain the Impartial Hearing Officer's decision, the City Council may render a new decision and remedy or request the Impartial Hearing Officer to take further evidence and issue a revised decision and recommendation.

Any review by the City Council shall be subject to Wisconsin's Open Meetings Law, in particular the Council's review and deliberation shall be in closed session pursuant to §19.85(1)(a), Stats. The Council vote on the grievance shall be in open session.

Decision. All decisions of the City Council involving the Grievance shall be by simple majority vote of those members present and voting, reduced to writing and filed with the City Clerk within seven (7) calendar days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant. The City Council's decision is final and is not subject to appeal.

APPENDIX A

FAMILY MEDICAL LEAVE POLICY

I. PURPOSE

This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

II. POLICY

The City will comply with all applicable state and federal laws concerning family and medical leave (collectively referred to as "FMLA"). This policy describes the state and federal FMLA laws and addresses certain differences between the two laws. When both laws apply, the leaves under state and federal law will run concurrently and the provisions more beneficial to the employee will apply. Medical leaves that qualify under the FMLA will also run concurrently with leaves under worker's compensation, short term disability and other laws, as applicable and as allowed by law.

To qualify for federal FMLA leave, employees must be employed by the City for a total of at least twelve (12) months and have at least 1,250 actual hours worked in the preceding 12-month period. [If City has locations where there are less than 50 employees employed within a 75 mile radius of the location, include the following: "and be employed at a location where at least 50 employees are employed by the City within a 75 mile radius."] To qualify for Wisconsin FMLA ("WFMLA"), employees must have been employed for more than 52 consecutive weeks and have worked or been paid at least 1,000 hours in the preceding 52 weeks.

Employees on FMLA leave may not engage in any other employment that is inconsistent with the reason for the employee's FMLA leave.

The City will not use the taking of FMLA leave in compliance with the law as a basis for any adverse employment decision. Employees should direct any questions regarding FMLA leave to Human Resources.

GENERAL LEAVE RIGHTS

Federal FMLA. Under the federal FMLA, eligible employees are allowed up to 12 workweeks of unpaid leave per 12-month period for the following reasons (see also Military family leave below):

- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position
- To care for the employee's spouse, child, or parent with a serious health condition
- For the birth of the employee's child, or placement of a child for adoption or foster care with the employee
- For incapacity due to pregnancy, prenatal medical care, or child birth

Wisconsin FMLA. The Wisconsin FMLA permits eligible employees to take unpaid leave for the following reasons:

- 2 weeks for the employee's own serious health condition
- 2 weeks to care for the employee's spouse, child, domestic partner, parent, or parent of a spouse or domestic partner with a serious health condition
- 6 weeks to care for the employee's child after birth or adoption

The City will calculate the federal FMLA 12-month period as [Select one: the calendar year; a fiscal year from _____ to _____; a rolling 12-month period measured backward from the date an employee uses any leave under this policy; a 12-month period measured forward from the first date an employee takes FMLA]. Under federal FMLA, leave for birth, adoption, or foster care placement must be concluded within 12 months of the birth or placement for adoption or foster care. If both parents work for the City, the employees will share one 12 week leave for the birth or placement of a child.

The Wisconsin FMLA entitlement will run on a calendar year basis. Any leave for the birth or adoption of a child taken under WFMLA must start within 16 weeks of the birth or adoption of the child.

Military Family Leave. The federal FMLA provides for military family leave. Several provisions of this FMLA policy (including employee notice provisions and certification requirements) apply to military family leave as well.

There are two types of military family leave:

Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status may use their 12-week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The 12 weeks of leave afforded for a qualifying exigency is not in addition to the general 12 weeks afforded under the federal FMLA. An employee is entitled to no more than 12 total weeks of leave for any combination of personal, family or qualifying exigency military FMLA.

Service member Care Leave. Eligible employees may take up to 26 weeks of leave during a single 12-month period to care for an ill or injured service member who is the employee's spouse, parent, child, or "next of kin" who is a covered service member. A covered service member is a current member of the Armed Forces (including National Guard or Reserves) or a covered veteran who is undergoing medical treatment, recuperation, or therapy (or, for current members, is otherwise in outpatient status or on the temporary disability retired list) for a serious injury or illness. In the case of a current member, a "serious injury or illness" means an injury or illness that was incurred in the line of duty on active duty in the Armed forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty and that may render the service member medically unfit to perform his or her duties. In the case of a covered veteran, a

"serious injury or illness" is the same as for a current member except that it must also meet any one of the following requirements: it must be (1) an injury that forms the basis for the veteran's enrollment in the VA's program of Comprehensive Assistance for Family Caregivers, (2) a physical or mental condition that substantially impairs the veteran's ability to work because of disability or disabilities related to military service, or would do so absent treatment, (3) a physical or mental condition for which the veteran has received a VASRD of 50 percent or greater, and the need for military caregiver leave is related to that condition; or (4) a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating. The 26 weeks of leave afforded for service member care is not in addition to the general 12 weeks afforded under the federal FMLA.

Married Employees. Married employees who both work for the City are limited to no more than an aggregate of 26 weeks of leave between them for military family leave.

DEFINITIONS OF "CHILD" AND "PARENT"

Under both state and federal FMLA laws, "child" means a biological, adopted or foster child, step child, or legal ward. Under federal FMLA law, "child" also includes a child for whom the employee provides day to day care and financial support. Under both state and federal FMLA laws, a "child" must either be under age 18, or be 18 years or older and unable to care for him/herself because of a mental or physical disability (federal FMLA) or serious health condition (Wisconsin FMLA). Under both state and federal laws, "parent" means biological parent, foster parent, adoptive parent, or step parent. Under federal FMLA law, "parent" includes an individual who was responsible for the day-to-day care and financial support of the employee when the employee was a child, but does not include parents of an employee's spouse or domestic partner. Under state FMLA law, "parent" includes parents of an employee's spouse or domestic partner.

SERIOUS HEALTH CONDITION

A serious health condition is an injury, illness, impairment or physical or mental condition that involves:

- Inpatient care in a medical care facility; or
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. Continuing treatment by a health care provider includes:
 1. A period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen or continuing treatment under the supervision of a health care provider (time limits apply to health care provider visits) (Under the Wisconsin FMLA, the requirement for more than three (3) consecutive calendar days of incapacity does not apply.);
 2. Any period of incapacity due to pregnancy or prenatal care;

3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
4. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
5. Any period of absence to receive multiple treatments by a health care provider or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

NOTIFICATION AND CERTIFICATION

Whenever possible, employees must give at least 30 days' written notice of the need for FMLA leave. **When 30 days' notice is not possible, employees are expected to give as much written notice as is practical.** Please see Human Resources for FMLA request forms. Normal call-in procedures must also be followed for all FMLA absences.

When requesting FMLA, employees must give sufficient information to allow the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The City may require an employee who is requesting FMLA leave to provide medical certification for the leave. Employees will have 15 days in which to provide the completed certification, except in extenuating circumstances. If an employee fails to provide adequate certification in a timely manner, the employee's leave request or continuation of leave may be delayed or denied altogether. The City may directly contact the employee's health care provider for authentication or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City may also require clarification of an incomplete or insufficient certification. Before the City makes direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification as required by law.

The City may require a second medical opinion at its expense regarding a serious health condition from a health care provider of its choice. If the first two opinions differ, the City may obtain a third opinion at its expense from a mutually agreed upon health care provider. The third opinion shall be binding on the parties. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. Recertification and periodic reports regarding the employee's status and intent to return to work may also be required as allowed by law.

The City will inform employees who have requested leave whether they are eligible for leave, specify any additional information needed, and inform the employee of his/her rights and responsibilities. If the employee is not eligible for leave, the City will provide a reason for the ineligibility. The City will also inform eligible employees whether requested leave will or will

not be designated as FMLA leave and the amount of leave that will be counted against the employee's leave entitlement.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member as allowed by law. In seeking recertification, the City may provide the employee's health care provider with the employee's attendance records and to confirm whether the employee's absences are consistent with the employee's serious health condition.

INTERMITTENT LEAVE

An employee may take any leave covered by WFMLA as intermittent leave, provided the employee provides notice as required by the law. The last increment of intermittent leave for the birth or adoption of a child under WFMLA must begin within 16 weeks after the birth or placement for adoption of the child.

For leaves covered only by federal FMLA, an employee may take "intermittent" or "reduced schedule" leave, if medically necessary, for the employee's own serious health condition, to care for a spouse, parent, son, or daughter with a serious health condition, and to care for a covered service member with a serious injury or illness. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the City's operations. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work. For medically necessary intermittent or reduced schedule leave that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, the City may temporarily transfer an employee taking such leave to a position with equivalent pay and benefits if the new position better accommodates the leave. Military leave due to qualifying exigencies may also be taken on an intermittent basis. Employees may not take intermittent FMLA leave for the birth, adoption, or foster placement of a child during the federal-only portion of their FMLA leave.

SUBSTITUTING PAID TIME OFF

Use Of Paid Leave

FMLA leave is unpaid leave. However, employees have the right or employers may require in certain cases, that the employee use accrued paid leave during FMLA leave. During any portion of leave covered by the WFMLA, the employee may elect to or not to use paid leave. When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave, and those benefits will not be available to the employee later. When paid benefits are substituted, the employee may be required to satisfy any procedural requirements of the City's paid leave policy (for example, advance notice to use paid leave, use of paid leave in established increments, etc.). If an employee does not meet qualifications to use paid leave that will not affect the employee's ability to use FMLA leave if

the leave qualifies as FMLA leave.

During any portion of leave that is covered by the federal FMLA only, the City may restrict the use of paid time as allowed by law.

In cases where substitution of a paid benefit is not possible, the employee will generally receive reduced compensation consistent with the number of hours the person actually works.

BENEFITS DURING LEAVE

An employee's coverage under group health plans (i.e., group health and dental coverage) will be maintained during the period of an FMLA leave as required by the Wisconsin and federal FMLA laws and in accordance with the applicable terms of the plans.

Employees who normally pay a portion of the premium for insurance coverage must continue to do so during the period of FMLA leave. If paid leave is substituted for unpaid leave, the employee's portion of the premium will be deducted from the employee's paycheck. For those employees on unpaid leave, payment arrangements must be made prior to the start of the leave, or as soon as practicable. Premium payments must be received by the 30th of each month. A 30-day grace period will apply to premium payments. If payment is not made, the employee's group health/dental insurance may be terminated retroactive to the date coverage was last paid for. The City will provide 15 days' notification prior to the employee's loss of coverage.

If the City maintains an employee's insurance during an FMLA leave, and the employee does not return from FMLA leave, under certain circumstances the City will have the right to recover the total cost of the insurance premiums paid during the employee's leave, as allowed by law.

Benefit Accruals

If an employee substitutes accrued paid leave for unpaid FMLA leave in order to remain fully compensated, the employee will continue to accrue paid time off at the rate at which the employee accrued such time prior to leave. If the leave is partially paid, the employee will accrue paid time off at a prorated rate. Once the employee stops receiving pay, the employee will no longer accrue paid time off during an FMLA leave. Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Other benefit accruals may be suspended during the period of the leave and will resume upon return to active employment. Check with Human Resources regarding other benefit continuation provisions.

Worker's Compensation Absences

When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee's allotment of FMLA leave under federal law. In other words, the employee is using federal FMLA leave concurrently with the worker's compensation absence.

Early Return From Leave

An employee who wishes to return to work earlier than originally anticipated should provide

at least two days' notice of such request. A fitness for duty certification may be required.

RETURNING TO WORK AT THE END OF LEAVE

Employees who return to work from FMLA leave within the timeframes protected by the FMLA laws will be returned to their former position or, if that position is no longer available, then to an equivalent position with equivalent pay, benefits and other employment terms. If an employee wishes to return to work before his/her leave is to end, and work is available, the employee must notify Human Resources at least 2 days prior to the desired return date. If an employee took FMLA leave for his/her own serious health condition, a fitness for duty certification will be required before the employee may return to work. In such cases, an employee's return will be delayed until such a certification is received.

FAILURE TO RETURN TO WORK AT END OF FMLA-PROTECTED LEAVE

If an employee fails to return to work after the expiration of an FMLA-protected leave, the employee's rights under state and federal FMLA laws will no longer be in effect and the employee will be subject to immediate termination. If the employee's inability to return to work is due to the continuation, recurrence or onset of the employee's own serious health condition, or of the serious health condition of the employee's spouse, child or parent, the City will consider a request for a further unpaid leave. However, the employee must submit a written request for consideration of a further leave as soon as the employee realizes that he/she will not be able to return at the expiration of the FMLA-protected leave period. The City will consider each such request on a case by case basis. There is no guarantee that a further leave will be granted.

FAILURE TO MEET POLICY REQUIREMENTS

If the employee fails to meet the requirements of this policy for family or medical leave, the request for leave will be denied until the requirements are met.

Extension of Leave

You may submit requests for additional unpaid extensions of leave to Human Resources. The City reserves the right to accept or deny these requests as well as the right to request a doctor's certificate prior to granting any extension.

"Key Employees"

Certain "key employees" as defined by law may not be eligible for reinstatement to their jobs or equivalent positions following a leave if reinstatement would cause the City hardship.