



City of Clintonville

Finance and Personnel Committee Meeting
50 10th Street
Clintonville, WI 54929
4:30 PM – Monday, April 13, 2026

Greg Rose
Brandon Braden
Aimee Ebert

Tammy Strey-Hirt
Branden Schirpke

Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum – This is a chance for citizens to make comments. No action or lengthy discussions can take place as a result of comments made at this time.
4. Consent Agenda
 - a. Approval of Minutes from March 9, 2026
 - b. Operator's Licenses
5. Discussion/Possible Action
 - a. Financial Reports/Bills
 - b. Discussion/Possible Action Regarding Personnel Manual Policy 105 – Separation from Employment
 - c. Discussion/Possible Action Regarding 4-year Contract Renewal Between Hydrocorp and the City of Clintonville Water Utility - Cross Connection Inspections
 - d. Discussion/Possible Action Regarding Utilities Assistant Manager Position
 - e. Discussion/Possible Action Regarding Utility Department Vehicle Surplus – 2016 Ford F-150
 - f. Discussion/Possible Action Regarding Succession and Transition Policy for the City Administrator
 - g. Discussion/Possible Action Regarding Memorial Circle Construction Project
6. Next Meeting: May 12, 2026 at 4:30 pm
7. Adjournment

Posted: Clintonville City Hall - Clintonville Public Library - Community Center

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Hall at 715-823-7600

Greg Rose, Chairperson

This is to notify the public that a majority of the Council members may be present, however, no actual City Council action will be taken.

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FINANCE & PERSONNEL COMMITTEE

Monday, March 9, 2026

Greg Rose called the regular meeting of the Finance Committee to order at 4:30 pm. Members present: Greg Rose, Tammy Strey-Hirt, and Branden Schirpke. Excused: Brandon Braden and Aimee Ebert. Also Present: City Administrator Caz Muske, Alderpersons Darrell Hansen, Thomas Behnken, and Jeannie Schley, Police Chief Craig Freitag, Tom Lederer, and Clerk-Treasurer Peggy Johnson.

Strey-Hirt/Schirpke m/s/c to approve the agenda.

CONSENT AGENDA: Schirpke/Strey-Hirt m/s/c to approve the consent agenda.

- a. February 9, 2026 minutes
- b. Operator's licenses for Tracy Feavel, Joseph Gruenke, Sara Luckow, Josiah Ross, and Bridget Sawall
- c. Denial of Operator's licenses for S Morris, E, Riva, and T Schinker

FINANCIAL REPORTS & BILLS: Schirpke/Strey-Hirt m/s/c u/roll call to recommend to the Common Council to approve the bills in the amount of \$1,264,314.09.

PURCHASE OF 2026 DODGE DURANGO: Schirpke/Strey-Hirt m/s/c u/roll call to confirm the purchase from Klein Automotive Inc for the 2026 Dodge Durango for \$41,598.00 from Capital.

ACQUISITION OF PARCEL 10-24-43- FOR 14/32 RUNWAY PROJECT: Schirpke/Strey-Hirt m/s/c u/roll call to recommend to the Common Council to recommend moving forward for the acquisition of parcel 10-24-43-1 for the 14/32 runway project.

RESOLUTION 2026-01 FEE SCHEDULE: Strey-Hirt/Schirpke m/s/c u/roll call to recommend to the Common Council to approve Resolution 2026-01 Fee Schedule.

The next regular meeting is April 13, 2026 at 4:30 pm at City Hall.

Strey-Hirt/Schirpke m/s/c to adjourn at 4:58 pm.

Respectfully Submitted,

Peggy Johnson, Clerk-Treasurer

**Operator's License Presented to Finance for Recommendation to Council for
Approval by Clintonville Common Council on April 14, 2026**

- Jaxson Baribeau
- Rachel Bork
- Zariah Guetschow

**The above applicants have been approved by the Police Department.*

**Operator's License Presented to Finance for Recommendation to Council for
Denial by Clintonville Common Council on April 14, 2026**

- Stephanie Spreeman

Distribution Summary

Category	Distribution	Amount
ADMINISTRATION	ADMINISTRATION FEES	28.00
ADMINISTRATION	BUSINESS LICENSES	410.00
ADMINISTRATION	CDBG	15,058.19
ADMINISTRATION	CELL TOWER LEASE	3,659.43
ADMINISTRATION	DOG LICENSES DUE TO COUNTY	650.00
ADMINISTRATION	IN/OUT ACCOUNT	2.50
ADMINISTRATION	MISCELLANEOUS REVENUES	51.80
ADMINISTRATION	NONBUSINESS LICENSES	1,812.50
ADMINISTRATION	PILT-ASTER	7,254.40
ADMINISTRATION	ROOM TAX REVENUE	530.08
ADMINISTRATION	ROOM TAX REVENUE	1,236.85
AIRPORT	AIRPORT CHARGES	800.00
AR PAYMENT INV.	AR PAYMENT	40,665.07
BUILDING INSP/ASSESSOR	BUILDING PERMITS & INSPECTION	218.12
BUILDING INSP/ASSESSOR	BUILDING PERMITS PAYABLE	1,166.87
BUILDING INSP/ASSESSOR	ZONING APPEALS	220.00
FIRE DEPARTMENT	DONATIONS	100.00
LIBRARY	COPY MACHINE REVENUE	444.27
LIBRARY	LIBRARY FINES	58.95
LIBRARY	MISCELLANEOUS REVENUES	283.00
LIBRARY	OWLS GRANT	108,217.50
LIBRARY	SALES TAX	24.43
PARK & REC DEPARTMENT	CC FEES	1,251.21
PARK & REC DEPARTMENT	DONATIONS-100	1,200.00
PARK & REC DEPARTMENT	EASTER EGG HUNT	1,905.00
PARK & REC DEPARTMENT	PARK FEES	473.95
PARK & REC DEPARTMENT	SALES TAX	278.46
PARK & REC DEPARTMENT	SOCCER FEES	1,966.95
PARK & REC DEPARTMENT	WINTER PROGRAMS	1,374.43
POLICE DEPARTMENT	DOG POUND REVENUE	20.00
POLICE DEPARTMENT	EMERGENCY GOV'T GRANTS	642.24
POLICE DEPARTMENT	FUNDRAISING-COMM POLICE EFFORT	330.00
POLICE DEPARTMENT	K-9 FUNDRAISING REVENUE	105.05
POLICE DEPARTMENT	LAW ENFORCEMENT FEES	84.12
POLICE DEPARTMENT	LICENSE PLATES PAYABLES	21,199.88
POLICE DEPARTMENT	MISCELLANEOUS REVENUES	65.00
POLICE DEPARTMENT	MOTOR VEHICLE REGISTRATIONS	1,151.45
POLICE DEPARTMENT	PARKING VIOLATIONS	870.00
POLICE DEPARTMENT	SALES TAX	4.63
POLICE DEPARTMENT	WAUPACA CO FORFEITURES	5,358.83
STREET DEPARTMENT	FLOWERS & FIRS DONATIONS	1,600.00
STREET DEPARTMENT	MISCELLANEOUS REVENUES	2,053.00
Grand Totals:		<u>224,826.16</u>

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
03/26	03/11/2026	93080	100816	1ST AYD CORP.	407.48
03/26	03/11/2026	93081	70007	ALLIANT ENERGY	1,145.65
03/26	03/11/2026	93082	103845	AMAZON CAPITAL SERVICES	8,292.28
03/26	03/11/2026	93083	102973	APEX FIRE PROTECTION LLC	300.00
03/26	03/11/2026	93084	103072	APPEAL DIGITAL IMAGE &	70.00
03/26	03/11/2026	93085	101889	AQUA CHEM OF AMERICA INC	913.50
03/26	03/11/2026	93086	104124	AT&T MOBILITY II LLC	1,674.07
03/26	03/11/2026	93087	103323	AXON ENTERPRISE INC	436.00
03/26	03/11/2026	93088	1402	AYRES ASSOCIATES INC	3,522.00
03/26	03/11/2026	93089	363	B & H FOOTWEAR INC	351.98
03/26	03/11/2026	93090	102545	B & M TECHNICAL SERVICES INC	1,355.00
03/26	03/11/2026	93091	101239	BADGER LABORATORIES &	145.00
03/26	03/11/2026	93092	101047	BADGER POWER MKTG AUTHORITY	810,306.00
03/26	03/11/2026	93093	1251	BATTERIES PLUS LLC	262.74
03/26	03/11/2026	93094	452	BELSON CO.	166.25
03/26	03/11/2026	93095	104679	BE'S REFRESHMENTS INC	102.00
03/26	03/11/2026	93096	104468	BG & ASSOCIATES	1,000.00
03/26	03/11/2026	93097	104990	BLOECHL, ALEXANDRIA	150.00
03/26	03/11/2026	93098	100497	BOUCHETTE ELECTRONICS	525.00
03/26	03/11/2026	93099	104898	CENGAGE LEARNING INC	118.46
03/26	03/11/2026	93100	101056	CHARTER COMMUNICATIONS	738.25
03/26	03/11/2026	93101	104908	CHARTER COMMUNICATIONS	153.95
03/26	03/11/2026	93102	101998	CINTAS CORPORATION LOC 443	464.01
03/26	03/11/2026	93103	103555	CLIFTONLARSONALLEN LLP	10,311.00
03/26	03/11/2026	93104	830	CLINTONVILLE AREA CHAMBER	480.00
03/26	03/11/2026	93105	833	CLINTONVILLE AREA WASTE SERVIC	4,030.00
03/26	03/11/2026	93106	104541	CLINTONVILLE HOMETOWN VETERIN	712.28
03/26	03/11/2026	93107	104729	CLINTONVILLE PLAZA LLC	66.65
03/26	03/11/2026	93108	104681	CLINTONVILLE RANGE AND TRAINING	8,677.96
03/26	03/11/2026	93109	1000	CLINTONVILLE UTILITIES	24,056.82
03/26	03/11/2026	93110	100124	COMMAND CENTRAL	425.00
03/26	03/11/2026	93111	104504	CONFIDENTIAL RECORDS INC	67.53
03/26	03/11/2026	93112	103207	CONWAY SHIELDS INC	977.22
03/26	03/11/2026	93113	100783	COUNTY OF SHAWANO	1,131.06
03/26	03/11/2026	93114	3080	DEMCO INC	172.29
03/26	03/11/2026	93115	375	DIAMOND BUSINESS GRAPHICS INC	341.45
03/26	03/11/2026	93116	102925	EAGLE ENGRAVING INC	522.10
03/26	03/11/2026	93117	6075	ELAN FINANCIAL SERVICES	7,834.05
03/26	03/11/2026	93118	103271	ELM USA INC	25.00
03/26	03/11/2026	93119	101220	FOCUS ON ENERGY / SEERA	1,720.97
03/26	03/11/2026	93120	101394	FRONTIER	817.60
03/26	03/11/2026	93121	1217	FRONTIER COMMUNICATIONS CORP	288.00
03/26	03/11/2026	93122	104381	FWD MUSEUM FOUNDATION	2,000.00
03/26	03/11/2026	93123	1266	GASVODA & ASSOCIATES INC	87.48
03/26	03/11/2026	93124	104055	GFL ENVIRONMENTAL	352.00
03/26	03/11/2026	93125	100334	GRAPER, KEITH	50.00
03/26	03/11/2026	93126	9060	HALRON LUBRICANTS INC	175.68
03/26	03/11/2026	93127	103331	HARTER'S FOX VALLEY DISPOSAL	23,375.13
03/26	03/11/2026	93128	942	HAWKINS INC	5,920.73
03/26	03/11/2026	93129	101094	HI LINE UTILITY SUPPLY	500.14

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
03/26	03/11/2026	93130	101384	HYDROCORP LLC	1,732.00
03/26	03/11/2026	93131	104535	IGL, MICHAEL	135.00
03/26	03/11/2026	93132	10170	IMMEL EXCAVATING INC, RJ	30,093.26
03/26	03/11/2026	93133	103213	INTEGRATED SOLUTIONS INC	1,972.00
03/26	03/11/2026	93134	104709	JAMES IMAGING SYSTMES INC	153.80
03/26	03/11/2026	93135	104982	KAESER COMPRESSORS INC.	30,146.67
03/26	03/11/2026	93136	104967	KELBY KRIEWALDT PLUMBING	1,582.50
03/26	03/11/2026	93137	103540	KLEIN CDJR	60.06
03/26	03/11/2026	93138	101633	KRUEGER, SHANE	593.71
03/26	03/11/2026	93139	103798	KUNKEL ENGINEERING GROUP	428.16
03/26	03/11/2026	93140	102546	KWIK TRIP INC	5,481.94
03/26	03/11/2026	93141	104711	MACH, DENNIS	120.00
03/26	03/11/2026	93142	103297	MACQUEEN EQUIPMENT LLC	685.91
03/26	03/11/2026	93143	100967	MARC MID-AMERICA RESEARCH CHE	274.97
03/26	03/11/2026	93144	102752	MCCLONE	42,543.00
03/26	03/11/2026	93145	104999	MCMAHON RENTALS LLC	52.59
03/26	03/11/2026	93146	209	MEMORY LANES AND BANQUET HALL	425.93
03/26	03/11/2026	93147	104783	METRO SALES INC	101.60
03/26	03/11/2026	93148	100633	MEUW	8,625.00
03/26	03/11/2026	93149	614	MIDWEST TAPE LLC	747.50
03/26	03/11/2026	93150	101159	MIDWEST WORKWEAR	283.47
03/26	03/11/2026	93151	105008	MISCHIEF & MAGIC	250.00
03/26	03/11/2026	93152	105003	MORRIS, STACEY	40.00
03/26	03/11/2026	93153	352	MSA PROFESSIONAL SERVICES INC	725.00
03/26	03/11/2026	93154	940	MULTI MEDIA CHANNELS LLC	1,192.66
03/26	03/11/2026	93155	103393	MUNICIPAL PROPERTY INSURANCE C	88,244.00
03/26	03/11/2026	93156	102491	NAPA AUTO PARTS	279.62
03/26	03/11/2026	93157	10860	NCL OF WISCONSIN INC	118.25
03/26	03/11/2026	93158	10882	NORTHWAY COMMUNICATIONS INC	82.00
03/26	03/11/2026	93159	101410	O'REILLY AUTO PARTS	164.84
03/26	03/11/2026	93160	11063	PETTY CASH	36.86
03/26	03/11/2026	93161	104615	PRECISION HEATING & COOLING	762.44
03/26	03/11/2026	93162	103236	PREMIUM WATERS INC	11.00
03/26	03/11/2026	93163	101367	QUADIENT FINANCE USA INC	500.00
03/26	03/11/2026	93164	103842	QUADIENT LEASING USA INC	866.22
03/26	03/11/2026	93166	104579	RELIABLE EQUIPMENT & SERVICE C	1,967.95
03/26	03/11/2026	93167	103576	RIESTERER & SCHNELL INC	174.44
03/26	03/11/2026	93168	104992	RIVA, ELIZABETH	25.00
03/26	03/11/2026	93169	104525	RUNNING INC	8,578.50
03/26	03/11/2026	93170	103354	SAFELITE FULFILLMENT INC	92.00
03/26	03/11/2026	93171	105002	SCHINKER, TRACY	40.00
03/26	03/11/2026	93172	104620	SCOUR LLC	550.00
03/26	03/11/2026	93173	10648	SECURIAN FINANCIAL GROUP INC	632.74
03/26	03/11/2026	93174	16073	SHAWANO MUNICIPAL UTILITIES	7,968.33
03/26	03/11/2026	93175	102783	SPEE-DEE DELIVERY SERVICE INC	38.12
03/26	03/11/2026	93176	2075	STERLING WATER INC	41.00
03/26	03/11/2026	93177	103733	THE PSYCHOLOGY CENTER SC	475.00
03/26	03/11/2026	93178	1479	THEDACARE AT WORK	834.00
03/26	03/11/2026	93179	103049	THEDACARE LABORATORIES	42.50
03/26	03/11/2026	93180	100631	TICHINEL, DAVID	75.00
03/26	03/11/2026	93181	104570	TONY'S CEMETERY SERVICE	5,880.00
03/26	03/11/2026	93182	19020	TORBORG LUMBER & SUPPLY	84.74
03/26	03/11/2026	93183	104997	TROJAN TECHNOLOGIES CORP.	5,109.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
03/26	03/11/2026	93184	103250	UHS PREMIUM BILLING	87,375.13
03/26	03/11/2026	93185	103296	UNIQUE MANAGEMENT SERVICES IN	9.85
03/26	03/11/2026	93186	102784	UNITED MAILING SERVICES INC	2,324.65
03/26	03/11/2026	93187	102159	US AUTO FORCE	431.76
03/26	03/11/2026	93188	102552	US BANK EQUIPMENT FINANCE	177.00
03/26	03/11/2026	93189	101142	UTILITY SALES AND SERVICE	11,355.43
03/26	03/11/2026	93190	104555	VANDERWAAL LAW SC	240.00
03/26	03/11/2026	93191	60083	WE ENERGIES	15,711.34
03/26	03/11/2026	93192	101258	WESCO RECEIVABLES CORP.	28,245.00
03/26	03/11/2026	93193	100536	WISCONSIN DEPT OF REVENUE	2,559.81
03/26	03/11/2026	93194	102946	WOLF RIVER LAWYERS SC	4,432.84
03/26	03/11/2026	93195	979	WTCH-AM/WOWN-FM RADIO	400.00
03/26	03/11/2026	93196	102674	ZORO TOOLS INC	252.84
03/26	03/23/2026	93165	100807	QUALHEIM'S TRUE VALUE	.00 V
03/26	03/25/2026	93197	101056	CHARTER COMMUNICATIONS	2,605.95
03/26	03/25/2026	93198	20081	FRONTIER COMMUNICATIONS	391.34
03/26	03/25/2026	93199	104535	IGL, MICHAEL	270.00
03/26	03/25/2026	93200	104711	MACH, DENNIS	240.00
03/26	03/25/2026	93201	103041	TITAN AVIATION FUELS	3,940.35
03/26	03/25/2026	93202	60083	WE ENERGIES	15,284.43
03/26	03/25/2026	93203	60030	WI DEPT OF REVENUE-SALES TAX	7,533.34
Grand Totals:					<u><u>1,363,619.85</u></u>

Report Criteria:
 Report type: Summary

**CITY OF CLINTONVILLE
PAYROLL DISBURSEMENTS
MARCH 2026**

Payroll-Direct Deposit	3/13/2026	31326001-31326080	98,726.29
Payroll Transmittals-Checks	3/13/2026	38416-38420	5,455.34
Payroll Transmittals-Electronic	3/13/2026	31326081-31326082	37,601.56
Payroll-Direct Deposit	3/20/2026	32026001-32026030	8,887.30
Payroll Transmittals-Checks	3/20/2026	38421	1,309.00
Payroll Transmittals-Electronic	3/20/2026	32026031-32026032	2,300.27
Payroll-Direct Deposit	3/27/2026	32726001-32726069	121,902.86
Payroll-Check	3/27/2026	38422	1,284.83
Payroll Transmittals-Checks	3/27/2026	38423-38427	6,355.34
Payroll Transmittals-Electronic	3/27/2026	32726070-32726072	42,215.63
			\$ 326,038.42

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Only unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
001				
001-11106 UB CASH CLEARING ACCOUNT				
RYAN, RICHARD & MELODY	REFUND 4-078	FINAL BILL REFUND R RYAN	03/11/2026	70.99
Total 001-11106 UB CASH CLEARING ACCOUNT:				70.99
Total 001:				70.99
100				
100-10-44100 BUSINESS LICENSES				
SPREEMAN, STEPHANIE C	31026-REFUN	REFUND-OPERATOR'S APPLICATION	03/10/2026	25.00
Total 100-10-44100 BUSINESS LICENSES:				25.00
100-10-51301-1100 SALARIES				
WOLF RIVER LAWYERS SC	APRIL 2026	APRIL 2026	04/01/2026	3,332.04
Total 100-10-51301-1100 SALARIES:				3,332.04
100-10-51301-2350 LEGAL SRVS OUTSIDE/CONTRACT				
WOLF RIVER LAWYERS SC	4375	LEGAL SERVICES NOT IN CONTRACT	03/05/2026	475.00
Total 100-10-51301-2350 LEGAL SRVS OUTSIDE/CONTRACT:				475.00
100-10-51410-3161 TRAINING EXPENSES				
ELAN FINANCIAL SERVICES	7091-22726	WCMA WINTER CONFERENCE - LODGING	02/27/2026	242.32
Total 100-10-51410-3161 TRAINING EXPENSES:				242.32
100-10-51410-3240 MEMBERSHIP DUES				
ELAN FINANCIAL SERVICES	IN-873649	WGFOA MEMBERSHIP	03/04/2026	25.00
Total 100-10-51410-3240 MEMBERSHIP DUES:				25.00
100-10-51410-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	2.31
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	1.92
Total 100-10-51410-3310 EXPENSE ALLOWANCE:				4.23
100-10-51420-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171723301032	APRIL 2026 INTERNET	03/21/2026	71.10
Total 100-10-51420-2100 INFORMATION TECHNOLOGY:				71.10
100-10-51420-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	241.45
AT&T MOBILITY II LLC	287305595089	250-0220	03/11/2026	45.58
AT&T MOBILITY II LLC	287305595089	250-0107	03/11/2026	37.24
Total 100-10-51420-2250 TELEPHONE:				324.27

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
100-10-51420-3130 DUPLICATION & COPIES				
US BANK EQUIPMENT FINANCE	576761829	COPIER LEASE	03/01/2026	167.00
US BANK EQUIPMENT FINANCE	576761829	COPIES B/W, COLOR	03/01/2026	160.91
US BANK EQUIPMENT FINANCE	578962318	COPIER LEASE	04/01/2026	167.00
US BANK EQUIPMENT FINANCE	578962318	COPIES B/W, COLOR	04/01/2026	116.34
Total 100-10-51420-3130 DUPLICATION & COPIES:				611.25
100-10-51420-3150 OFFICE SUPPLIES				
ELAN FINANCIAL SERVICES	113-22626	POSTCARDS (PET LICENSE REMINDERS (250)	02/26/2026	172.50
QUADIENT LEASING USA INC	Q2251361	POSTAGE METER LEASE	03/03/2026	222.90
AMAZON CAPITAL SERVICES	1H9N-KNCL-L6	INTERIOR FILE FOLDERS	08/05/2025	26.65
AMAZON CAPITAL SERVICES	1MHT-RJQQ-F	LABELS, FILING	03/09/2026	5.24
AMAZON CAPITAL SERVICES	1PT4-6RLG-9J	NOTARY STAMP-NP	06/30/2025	21.55
Total 100-10-51420-3150 OFFICE SUPPLIES:				448.84
100-10-51420-3261 PUBLISHING				
MULTI MEDIA CHANNELS LLC	IN315838	DEPUTY CLERK EMPLOYMENT	03/22/2026	78.32
MULTI MEDIA CHANNELS LLC	IN316882	PUBLIC HEARING-LTT	03/29/2026	19.14
Total 100-10-51420-3261 PUBLISHING:				97.46
100-10-51420-3490 OPERATING EXPENSES				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	6.90
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	5.75
WI DEPT OF JUSTICE (L6901T)	L6901T 2/26	BACKGROUND CHECKS (6)	02/28/2026	42.00
WI DEPT OF JUSTICE (L6901T)	L6901T 3/26	BACKGROUND CHECKS (12)	03/31/2026	84.00
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
Total 100-10-51420-3490 OPERATING EXPENSES:				177.43
100-10-51440-3150 OFFICE SUPPLIES				
MULTI MEDIA CHANNELS LLC	IN315838	ABSENTEE VOTING	03/22/2026	110.00
MULTI MEDIA CHANNELS LLC	IN315838	PUBLIC TEST NOTICE	03/22/2026	10.82
MULTI MEDIA CHANNELS LLC	IN316882	PUBLIC TEST-ELECTIONS	03/29/2026	16.72
ELAN FINANCIAL SERVICES	31926	CHIEF'S MEAL REGARDING TRANSITION	03/19/2026	135.81
COMMAND CENTRAL	36813	ICE INK CARTRIDGES (4)	03/30/2026	137.25
AMAZON CAPITAL SERVICES	1KQL-WR1N-4	DYMO PRINTER	03/20/2026	267.79
AMAZON CAPITAL SERVICES	1MHT-RJQQ-F	MARKERS, PORTABLE SEAT CUSHIONS	03/09/2026	49.34
Total 100-10-51440-3150 OFFICE SUPPLIES:				727.73
100-10-51450-2100 COMPUTERS/DATA PROC				
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	312.24
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	312.89
Total 100-10-51450-2100 COMPUTERS/DATA PROC:				625.13
100-10-51601-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	1.29
Total 100-10-51601-2250 TELEPHONE:				1.29
100-10-51601-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	3-0160-00 3/26	WATER & ELECTRIC - CITY HALL	03/31/2026	277.01

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-10-51601-2270 WATER & ELECTRIC:				277.01
100-10-51601-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	6.00
Total 100-10-51601-3310 EXPENSE ALLOWANCE:				6.00
100-10-51601-3490 OPERATING EXPENSES				
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: CITY HALL	03/19/2026	14.16
Total 100-10-51601-3490 OPERATING EXPENSES:				14.16
100-10-51601-3560 BLDG. REPAIR & MAINTENANCE				
TORBORGS LUMBER & SUPPLY	2603-512405	UNIVERSAL FLAPPER 3"	03/23/2026	8.69
Total 100-10-51601-3560 BLDG. REPAIR & MAINTENANCE:				8.69
100-10-51601-3575 SUPPLIES				
NASSCO INC	6666084	(18CS) 38X58 LINERS	02/13/2026	343.31
NASSCO INC	6683989	(22CS) BIOENZYMES; (1CS) 28 NEUTRAL FLOOR CLEANER; (6C	03/27/2026	1,347.22
AMAZON CAPITAL SERVICES	16WC-JYQH-1	(12PK) CLAIRE WATER BASE STAINLESS STEEL MAINTAINER	03/24/2026	51.90
Total 100-10-51601-3575 SUPPLIES:				1,742.43
100-12101 TAXES RECEIVABLE				
HENNING, TIMOTHY	31326-REFUN	PA-5/661 CORRECTION OF ERRORS	03/13/2026	206.08
Total 100-12101 TAXES RECEIVABLE:				206.08
100-20-51601-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	.97
Total 100-20-51601-2250 TELEPHONE:				.97
100-20-51601-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	3-0050-01 3/26	WATER & ELECTRIC - POLICE STATION	03/31/2026	1,054.76
Total 100-20-51601-2270 WATER & ELECTRIC:				1,054.76
100-20-51601-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	4.50
Total 100-20-51601-3310 EXPENSE ALLOWANCE:				4.50
100-20-51601-3490 OPERATING EXPENSES				
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: POLICE STATION	03/19/2026	14.17
Total 100-20-51601-3490 OPERATING EXPENSES:				14.17
100-20-51601-3560 BLDG. REPAIR/MAINTENANCE				
TORBORGS LUMBER & SUPPLY	2603-512361	(2) CL12 CLR CLEANER	03/23/2026	13.98
Total 100-20-51601-3560 BLDG. REPAIR/MAINTENANCE:				13.98
100-20-52101-2100 INFORMATION TECHNOLOGY				
FRONTIER COMMUNICATIONS	08360711-S-26	T1 LINE	03/25/2026	288.00
ELAN FINANCIAL SERVICES	JHGCRZDYFC	DROP BOX SUB	03/06/2026	216.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
FRONTIER COMMUNICATIONS	118-101-0208-	T-1 LINE	04/01/2026	31.11
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	699.00
CHARTER COMMUNICATIONS	237040901032	FAX-PD	03/21/2026	9.65
US BANK EQUIPMENT FINANCE	578559767	PD COPIER LEASE	03/27/2026	177.00
INTEGRATED SOLUTIONS INC	36850	MEMORY ADDED TO SERVER	03/05/2026	2,127.00
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	226.30
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	226.80
Total 100-20-52101-2100 INFORMATION TECHNOLOGY:				4,000.86
100-20-52101-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	499.09
AT&T MOBILITY II LLC	287305595089	PD	03/11/2026	238.66
AT&T MOBILITY II LLC	287305595089	460-1212	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	460-1237	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	460-1348	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	460-1349	03/11/2026	33.24
AT&T MOBILITY II LLC	287305595089	460-1362	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	460-1363	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	460-1364	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	863-1005	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	863-1819	03/11/2026	36.24
AT&T MOBILITY II LLC	287305595089	863-1840	03/11/2026	38.20
AT&T MOBILITY II LLC	287305595089	863-1842	03/11/2026	38.20
Total 100-20-52101-2250 TELEPHONE:				1,137.31
100-20-52101-3140 SMALL EQUIPMENT				
AXON ENTERPRISE INC	INUS430634	TASER BATTERIES	03/13/2026	229.70
AMAZON CAPITAL SERVICES	1LCT-M49W-9	GPS FOR SQUAD	01/08/2026	47.99
Total 100-20-52101-3140 SMALL EQUIPMENT:				277.69
100-20-52101-3150 OFFICE SUPPLIES				
PETTY CASH	33126	PD POSTAGE	03/31/2026	14.90
AMAZON CAPITAL SERVICES	1FCK-HPQN-P	OFFICE SUPPLIES	06/25/2025	125.72
AMAZON CAPITAL SERVICES	1NPX-DKKL-9L	OFFICE SUPPLIES	11/06/2025	68.20
AMAZON CAPITAL SERVICES	1PGF-736H-94	OFFICE SUPPLIES	06/11/2025	7.59
AMAZON CAPITAL SERVICES	1PJC-R3X4-W	OFFICE SUPPLIES	07/31/2025	110.48
AMAZON CAPITAL SERVICES	1TKT-PGGN-3	OFFICE SUPPLIES	10/01/2025	19.48
AMAZON CAPITAL SERVICES	1TP9-GGRR-T	OFFICE SUPPLIES	06/06/2025	22.98
AMAZON CAPITAL SERVICES	1WCN-4DNM-	OFFICE SUPPLIES	06/06/2025	37.47
METRO SALES INC	INV3039081	PD MONTHLY COPIER BILL	03/16/2026	67.90
METRO SALES INC	INV3041320	PD MONTHLY COPIER BILL	03/18/2026	56.00
METRO SALES INC	INV3044930	PD MONTHLY COPIER BILL	03/23/2026	20.68
Total 100-20-52101-3150 OFFICE SUPPLIES:				551.40
100-20-52101-3161 TRAINING EXPENSES				
ELAN FINANCIAL SERVICES	483F6D0	TRAINING (KAMKE)	02/24/2026	149.00
CLINTONVILLE ROTARY CLUB	JAN/FEB 2026	FREITAG ROTARY	03/31/2026	48.00
Total 100-20-52101-3161 TRAINING EXPENSES:				197.00
100-20-52101-3162 AMMUNITION/RANGE				
KIESLER POLICE SUPPLY INC	IN276878	GUN AMMO	03/03/2026	1,617.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-20-52101-3162 AMMUNITION/RANGE:				1,617.00
100-20-52101-3460 CLOTHING & UNIFORMS				
ELAN FINANCIAL SERVICES	31554973	COLLAR BRASS	01/30/2026	139.04
Total 100-20-52101-3460 CLOTHING & UNIFORMS:				139.04
100-20-52101-3490 OTHER OPERATING EXPENSES				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	57.69
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	48.08
STERLING WATER INC	356X04248905	MONTHLY CULLIGAN WATER BILL	03/31/2026	31.50
PETTY CASH	33126	PD CASH DRAWAR SHORTAGE	03/31/2026	10.00
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
Total 100-20-52101-3490 OTHER OPERATING EXPENSES:				186.05
100-20-52101-3510 GAS & OIL				
KWIK TRIP INC	MARCH 2026	POLICE	03/31/2026	2,211.45
Total 100-20-52101-3510 GAS & OIL:				2,211.45
100-20-52101-3554 VEHICLE REPAIR/MAINTENANCE				
CLINTONVILLE PLAZA LLC	FEBRUARY 20	PD CAR WASH	03/08/2026	64.00
Total 100-20-52101-3554 VEHICLE REPAIR/MAINTENANCE:				64.00
100-20-54109-3490 OPERATING EXPENSES				
CLINTONVILLE UTILITIES	12-0870-00-3-2	DOG POUND	03/31/2026	34.08
GFL ENVIRONMENTAL	R10000203864	POUND GARBAGE	03/19/2026	82.80
Total 100-20-54109-3490 OPERATING EXPENSES:				116.88
100-21-51601-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	.32
Total 100-21-51601-2250 TELEPHONE:				.32
100-21-51601-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	3-0160-00 3/26	WATER & ELECTRIC - FIRE STATION	03/31/2026	646.34
Total 100-21-51601-2270 WATER & ELECTRIC:				646.34
100-21-51601-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	1.50
Total 100-21-51601-3310 EXPENSE ALLOWANCE:				1.50
100-21-51601-3490 OPERATING EXPENSES				
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: FIRE STATION	03/19/2026	14.17
Total 100-21-51601-3490 OPERATING EXPENSES:				14.17
100-21-52201-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171723301032	APRIL 2026 INTERNET	03/21/2026	35.55
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	77.61
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	77.86

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-21-52201-2100 INFORMATION TECHNOLOGY:				191.02
100-21-52201-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	120.72
Total 100-21-52201-2250 TELEPHONE:				120.72
100-21-52201-2300 CONTRACTED SERVICES				
AT&T MOBILITY II LLC	287311684721	APPARATUS IPAD SERVICE	03/07/2026	511.84
Total 100-21-52201-2300 CONTRACTED SERVICES:				511.84
100-21-52201-3135 SIREN MAINTENANCE				
CLINTONVILLE UTILITIES	12-0990-00 3/2	FD SIREN	03/31/2026	8.50
CLINTONVILLE UTILITIES	15-0940-00 3/2	FD SIREN	03/31/2026	8.50
CLINTONVILLE UTILITIES	16-0101-00 3/2	FD SIREN	03/31/2026	8.62
Total 100-21-52201-3135 SIREN MAINTENANCE:				25.62
100-21-52201-3140 SMALL EQUIPMENT				
ELAN FINANCIAL SERVICES	62920	SWIPE TOOL - ENTRY	02/25/2026	54.97
AMAZON CAPITAL SERVICES	1M6C-J33T-3M	TOOLS & EQUIPMENT	02/04/2026	696.48
Total 100-21-52201-3140 SMALL EQUIPMENT:				751.45
100-21-52201-3161 TRAINING EXPENSES				
FOX VALLEY TECHNICAL COLL	SPINV033389	STATE EXAM	03/18/2026	80.00
FOX VALLEY TECHNICAL COLL	SPINV033504	STATE EXAM	03/25/2026	80.00
FOX VALLEY TECHNICAL COLL	SPINV033505	STATE EXAM	03/25/2026	80.00
Total 100-21-52201-3161 TRAINING EXPENSES:				240.00
100-21-52201-3163 HIRING & TESTING				
THEDACARE AT WORK	380955	PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN	03/02/2026	317.00
WI DEPT OF JUSTICE (L6901T)	L6901T 2/26	BACKGROUND CHECK	02/28/2026	7.00
Total 100-21-52201-3163 HIRING & TESTING:				324.00
100-21-52201-3490 OPERATING EXPENSES				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	66.92
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	55.77
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
Total 100-21-52201-3490 OPERATING EXPENSES:				161.47
100-21-52201-3510 GAS & OIL				
KWIK TRIP INC	MARCH 2026	FIRE	03/31/2026	633.95
Total 100-21-52201-3510 GAS & OIL:				633.95
100-21-52201-3554 VEHICLE REPAIR & MAINTENANCE				
O'REILLY AUTO PARTS	2204-402477	CONNECTORS	02/08/2026	45.98
Total 100-21-52201-3554 VEHICLE REPAIR & MAINTENANCE:				45.98
100-21541 BUILDING PERMITS PAYABLE				
KUNKEL ENGINEERING GROUP	0285896	BUILDING PERMITS-FEBRUARY	03/26/2026	1,408.73

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-21541 BUILDING PERMITS PAYABLE:				1,408.73
100-21590 OTHER DEDUCTIONS PAYABLE				
AT&T MOBILITY II LLC	287305595089	DENNIS CITY	03/11/2026	24.00
AT&T MOBILITY II LLC	287305595089	250-0358	03/11/2026	24.00
Total 100-21590 OTHER DEDUCTIONS PAYABLE:				48.00
100-21901 OTHER ACCOUNTS PAYABLE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	40.24
KWIK TRIP INC	MARCH 2026	DIESEL/GAS-CAWS	03/31/2026	161.73
Total 100-21901 OTHER ACCOUNTS PAYABLE:				201.97
100-24213 SALES TAX DUE STATE				
VAN STRATEN, AMANDA	40126	SOCCER REFUND - AMANDA VANSTRATEN (TAX REFUND)	04/01/2026	1.30
BAIERL, JAMIE	40126	SOCCER REGISTRAION REFUND - JAMIE BAIERL (TAX REFUND)	04/01/2026	1.30
BAIERL, JAMIE	40126-JESSA	SOCCER REGISTRATION REFUND - JAMIE BAIERL (TAX REFUND)	04/01/2026	1.30
BRAHAN, BOBBI	40126	SOCCER REFUND - BOBBI BRAHAN (TAX REFUND)	04/01/2026	1.30
HEIMAN, MEGHAN	40126	SOCCER REFUND - MEGHAN HEIMAN (TAX REFUND)	04/01/2026	5.21
CARPER, STACI	40126	SOCCER REFUND - STACI CARPER (TAX REFUND)	04/01/2026	5.21
ZIEREIS, JENNIFER	40126	SOCCER REFUND - JENNIFER ZIEREIS (TAX REFUND)	04/01/2026	1.30
CHRIS FROH	40126	SOCCER REFEREE - CHRIS FROH (TAX REFUND)	04/01/2026	5.21
ADAM CHRISTIAN	40126	SOCCER REFUND - ADAM CHRISTIAN (TAX REFUND)	04/01/2026	5.21
DOMINIQUE KNAPP	40126	SOCCER REFUND - DOMINIQUE KNAPP (TAX REFUND)	04/01/2026	1.30
SONYA PARKS	40126	SOCCER REFUND - SONYA PARKS (TAX REFUND)	04/01/2026	1.30
RAQUEL ARCOS	40126	SOCCER REFUND - RAQUEL ARCOS (TAX REFUND)	04/01/2026	1.30
Total 100-24213 SALES TAX DUE STATE:				31.24
100-30-53202-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171724601032	INTERNET SERVICE - STREET GARAGE	03/21/2026	10.80
CHARTER COMMUNICATIONS	000131703152	JM: PARKS OFFICE INTERNET; 25%	03/15/2026	38.49
Total 100-30-53202-2100 INFORMATION TECHNOLOGY:				49.29
100-30-53202-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	6.43
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	17.86
AT&T MOBILITY II LLC	287305595089	250-0216	03/11/2026	14.48
Total 100-30-53202-2250 TELEPHONE:				38.77
100-30-53202-3150 OFFICE SUPPLIES				
AMAZON CAPITAL SERVICES	1GHY-WXWQ-	HP 951 CYAN, MAGENTA, YELLOW; 950XL BLACK INK	08/04/2025	82.66
Total 100-30-53202-3150 OFFICE SUPPLIES:				82.66
100-30-53202-3310 EXPENSE ALLOWANCE				
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: BOOT ALLOWANCE; 45%	03/31/2026	60.29
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: PANTS ALLOWANCE; 45%	03/31/2026	70.65
AMAZON CAPITAL SERVICES	1RT3-KJMD-J	JM: BOOT ALLOWANCE; 45%	04/06/2026	25.20
Total 100-30-53202-3310 EXPENSE ALLOWANCE:				156.14
100-30-53230-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171724601032	INTERNET SERVICE - STREET GARAGE	03/21/2026	109.19

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INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	153.06
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	153.56
Total 100-30-53230-2100 INFORMATION TECHNOLOGY:				415.81
100-30-53230-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	65.01
AT&T MOBILITY II LLC	287305595089	460-1732	03/11/2026	30.11
Total 100-30-53230-2250 TELEPHONE:				95.12
100-30-53230-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	5-1000-00 3/26	WATER & ELECTRIC - DPW (STREET GARAGE)	03/31/2026	732.84
Total 100-30-53230-2270 WATER & ELECTRIC:				732.84
100-30-53230-3140 SMALL EQUIPMENT				
TORBORGS LUMBER & SUPPLY	2603-511294	(1) 16OZ. MAPP GAS CYLINDER; (1) HEAD TORCH HIGH HEAT T	03/18/2026	65.98
AMAZON CAPITAL SERVICES	191C-P91V-X4	TIGER TOOL PITTMAN ARM PULLER	01/22/2026	129.99
Total 100-30-53230-3140 SMALL EQUIPMENT:				195.97
100-30-53230-3150 OFFICE SUPPLIES				
NAPA AUTO PARTS	058685	(1) CRC ELECTRONIC CLEANER	03/12/2026	9.99
AMAZON CAPITAL SERVICES	1GHY-WXWQ-	HP 951 CYAN, MAGENTA, YELLOW; 950XL BLACK INK	08/04/2025	59.74
AMAZON CAPITAL SERVICES	1R6C-TVNC-6	HP 951 CYAN, MAGENTA, YELLOW; 950XL BLACK INK	12/22/2025	159.89
Total 100-30-53230-3150 OFFICE SUPPLIES:				229.62
100-30-53230-3310 EXPENSE ALLOWANCES				
THEDACARE AT WORK	382151	RA: DS CRL DOT BUNDLED (84.00); ALCOHOL SCREENING (44.0	04/01/2026	2.56
AMAZON CAPITAL SERVICES	1HVG-MC39-K	RA: JACKET ALLOWANCE	12/11/2025	94.99
AMAZON CAPITAL SERVICES	1HVG-MC39-K	RA: PANTS ALLOWANCE	12/11/2025	133.25
AMAZON CAPITAL SERVICES	1T4C-YJY9-HX	AR: JACKET ALLOWANCE	12/16/2025	105.59
AMAZON CAPITAL SERVICES	1T4C-YJY9-HX	AR: PANTS ALLOWANCE	12/16/2025	126.80
AMAZON CAPITAL SERVICES	1V49-TMV3-6Q	AR: JACKET ALLOWANCE	12/22/2025	133.29
Total 100-30-53230-3310 EXPENSE ALLOWANCES:				596.48
100-30-53230-3490 OPERATING EXPENSES				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	20.77
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	17.31
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
AMAZON CAPITAL SERVICES	1RQV-GGTK-4	IPAD SCREEN PROTECTOR	08/06/2025	24.99
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: STREET GARAGE	03/19/2026	14.17
Total 100-30-53230-3490 OPERATING EXPENSES:				116.02
100-30-53230-3560 BLDG REPAIR & MAINTENANCE				
NORTH WOODS	435125	(2-4PK) 2000 HEALTHY HANDS PREMIUM RUGGED CLEANSER	02/12/2026	309.39
CINTAS CORPORATION LOC 44	4263548553	RED SHOP TOWEL	03/23/2026	17.23
AMAZON CAPITAL SERVICES	1FVQ-M6R4-9	(10PK) VACCUM BAGS	12/11/2025	14.77
AMAZON CAPITAL SERVICES	1KYH-T3RT-6H	(6PK) A19 LED LIGHT BULGS, 5000K, 13W, 1500 LUMENS	03/02/2026	9.91
AMAZON CAPITAL SERVICES	1R6C-TVNC-6	(2PK) MAKITA 18V LITHIUM-ION 5.0AH BATTERIES	12/22/2025	155.62
Total 100-30-53230-3560 BLDG REPAIR & MAINTENANCE:				506.92

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
100-30-53240-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	382151	RA: DS CRL DOT BUNDLED (84.00); ALCOHOL SCREENING (44.0	04/01/2026	3.84
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	4.50
CINTAS CORPORATION LOC 44	4262034383	CF & BM: UNIFORM ALLOWANCE; 72% & 84%	03/09/2026	28.70
CINTAS CORPORATION LOC 44	4262791068	MECHANIC UNIFORMS	03/16/2026	28.70
CINTAS CORPORATION LOC 44	4263548553	MECHANIC UNIFORMS	03/23/2026	28.70
CINTAS CORPORATION LOC 44	4264212966	MECHANIC UNIFORMS	03/30/2026	28.70
Total 100-30-53240-3310 EXPENSE ALLOWANCE:				123.14
100-30-53240-3490 OPERATING EXPENSES				
PACKER CITY INTL TRUCKS IN	X102104155:0	S27: (6) FLEETRITE DIESEL EXHAUST FLUID	03/19/2026	77.76
NAPA AUTO PARTS	058880	S15: POWER STEERING FLUID - QT	03/24/2026	6.99
Total 100-30-53240-3490 OPERATING EXPENSES:				84.75
100-30-53240-3510 GAS & OIL				
STEINKE AUTO INC	55048	PD1: (6QT) SYNTHETIC OIL & GREASE	03/27/2026	70.00
NAPA AUTO PARTS	058495	PD: (10) MOTOROIL BAY BOXES	03/03/2026	899.90
NAPA AUTO PARTS	058496	PD: (2) MOTOROIL BAY BOXES	03/03/2026	179.98
KWIK TRIP INC	MARCH 2026	STREET	03/31/2026	5,719.36
RIESTERER & SCHNELL INC	9253317	S12: (3-5GAL) HYD-GARD	03/18/2026	360.00
Total 100-30-53240-3510 GAS & OIL:				7,229.24
100-30-53240-3530 MACHINE & EQUIPMENT PARTS				
ARING EQUIPMENT CO INC	923224	S05: CH 76281 CIRCUIT BOARD	03/20/2026	1,934.23
INTERSTATE BATTERY OF GRE	8705185	PD6: (1) MTX-48/H6 & (1) MTX-AUX14 BATTERIES	03/09/2026	389.90
GRAINGER	9847884799	S06: STEEL 2.5", 1"-14" (5PK)	03/19/2026	59.50
POMP'S TIRE SERVICE INC	170100482	S14: TIRE REPAIR	03/03/2026	51.00
POMP'S TIRE SERVICE INC	170100672	PD2: (4) TIRES; BALANCE; VALVE STEM; SUPPLIES	03/25/2026	701.88
STEINKE AUTO INC	55048	PD1: OIL FILTER & TIRE ROTATION	03/27/2026	25.00
VERMEER-WISCONSIN INC	521013	S10: (1) KNIFE-BRUSH CHIPPER; (4) KNIFE-CUTTER; (1) EXHAU	03/17/2026	3,772.17
O'REILLY AUTO PARTS	2204-405209	S41: CAPSULE & OIL FILTER	03/04/2026	23.06
NAPA AUTO PARTS	058563	S36: (2) 18" EXACTFIT BLADE, WIPER	03/06/2026	24.60
NAPA AUTO PARTS	058620	S28: NAPA GOLD FILTER	03/10/2026	5.45
NAPA AUTO PARTS	058781	S12: LMP BLISTER PACK CAPSULES	03/18/2026	11.42
NAPA AUTO PARTS	058860	PD4: NAPA GOLD FILTER	03/23/2026	5.84
NAPA AUTO PARTS	058877	PD2/PD5: NAPA GOLD FILTERS	03/24/2026	11.68
NAPA AUTO PARTS	058913	PD6: NAPA GOLD FILTER	03/25/2026	5.84
NAPA AUTO PARTS	058925	PD6: DISC BRAKE PAD	03/25/2026	81.48
NAPA AUTO PARTS	058969	PD4: DISC PAD FILTER	03/26/2026	73.73
RIVERSIDE TOOL AND CARBID	5562	S10: 8" CHIPPER KNIFE SHARPENED	03/05/2026	32.00
RIESTERER & SCHNELL INC	9253317	S12: (1) 3/4" F.FACE FIT.; (78") BULK HOSE; (1) 3/4" F.90D FIT.	03/18/2026	282.76
Total 100-30-53240-3530 MACHINE & EQUIPMENT PARTS:				7,491.54
100-30-53240-5120 INSURANCE-VEHICLE & EQUIP.				
ZARNOTH BRUSH WORK INC	0205304-IN	?: REAR CURTAIN; CURTAIN (CENTER DEFL)	02/23/2026	269.20
Total 100-30-53240-5120 INSURANCE-VEHICLE & EQUIP.:				269.20
100-30-53300-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	.97
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	3.22
Total 100-30-53300-2250 TELEPHONE:				4.19

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
100-30-53300-2270 STREET LIGHTING				
CLINTONVILLE UTILITIES	1-0005-00 3/26	ELECTRIC: W. 12TH STREET & MAIN STREET - ERICKSONS	03/31/2026	19.37
CLINTONVILLE UTILITIES	10-1305-00 3/2	ELECTRIC: HARRIET & GREEN TREE ROAD STOP LIGHT	03/31/2026	11.19
CLINTONVILLE UTILITIES	1-0475-00 3/26	ELECTRIC: 8TH STREET & MAIN STREET FOUNTAIN	03/31/2026	53.88
CLINTONVILLE UTILITIES	1-0476-00 3/26	ELECTRIC: 8TH STREET & MAIN STREET TRAFFIC SIGNALS	03/31/2026	28.13
CLINTONVILLE UTILITIES	1-0950-00 3/26	ELECTRIC: S. MAIN STREET & HWY 45	03/31/2026	115.86
CLINTONVILLE UTILITIES	11-0541-00 3/2	ELECTRIC: UTILITY OWNED 150 HPS STREET LIGHTS	03/31/2026	2,331.89
CLINTONVILLE UTILITIES	14-2370-00 3/2	ELECTRIC: LINCOLN & WILSON LED	03/31/2026	673.20
CLINTONVILLE UTILITIES	14-2380-00 3/2	ELECTRIC: S. MADISON & E. MADISON 130 LED STREET LIGHT	03/31/2026	236.13
CLINTONVILLE UTILITIES	14-2390-00 3/2	ELECTRIC: WILSON STREET & GARFIELD STREET	03/31/2026	492.16
CLINTONVILLE UTILITIES	2-0115-00 3/26	ELECTRIC: 6TH STREET & S. MAIN STREET	03/31/2026	65.14
CLINTONVILLE UTILITIES	2-0117-00 3/26	ELECTRIC: HWY 45 STREET LIGHTS	03/31/2026	686.03
CLINTONVILLE UTILITIES	2-0360-00 3/26	ELECTRIC: 7TH STREET & MAIN STREET	03/31/2026	25.17
CLINTONVILLE UTILITIES	2-0472-00 3/26	ELECTRIC: MEMORIAL CIRCLE - SENIOR VILLAGE	03/31/2026	1,142.45
CLINTONVILLE UTILITIES	2-1150-00 3/26	ELECTRIC: 12TH STREET & S. MAIN STREET TRAFFIC SIGNALS	03/31/2026	57.55
CLINTONVILLE UTILITIES	3-0161-00 3/26	ELECTRIC: DAM & RIVERWALK	03/31/2026	57.70
CLINTONVILLE UTILITIES	4-0975-00 3/26	ELECTRIC: 8TH STREET & HEMLOCK STREET	03/31/2026	7.97
CLINTONVILLE UTILITIES	5-0521-00 3/26	ELECTRIC: MIDDLE SCHOOL - 8TH STREET	03/31/2026	121.96
CLINTONVILLE UTILITIES	5-0820-00 3/26	ELECTRIC: HWY 45 - LIGHT BY APARTMENT	03/31/2026	207.27
CLINTONVILLE UTILITIES	8-0696-00 3/26	ELECTRIC: INDUSTRIAL PARK SIGN	03/31/2026	7.73
CLINTONVILLE UTILITIES	8-0806-00 3/26	ELECTRIC: NORTH SIDE INFORMATION SIGN	03/31/2026	49.22
CLINTONVILLE UTILITIES	8-0861-00 3/26	ELECTRIC: N. MAIN STREET - 18TH STREET LED	03/31/2026	98.56
CLINTONVILLE UTILITIES	9-0005-00 3/26	ELECTRIC: W 12TH STREET BY FCCU	03/31/2026	132.41
Total 100-30-53300-2270 STREET LIGHTING:				6,620.97
100-30-53300-2300 CONTRACTED SERVICES				
T L KERSTEN EXCAVATING LLC	12199	HAULING FOR WINTERSTORM ELSA	04/01/2026	17,225.00
Total 100-30-53300-2300 CONTRACTED SERVICES:				17,225.00
100-30-53300-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	382151	RA: DS CRL DOT BUNDLED (84.00); ALCOHOL SCREENING (44.0	04/01/2026	90.88
ELAN FINANCIAL SERVICES	27-14326-2151	(12PK) SAFETY GLASSES	03/11/2026	35.99
CINTAS CORPORATION LOC 44	4262034383	CF & BM: UNIFORM ALLOWANCE; 13% & 12%	03/09/2026	4.59
CINTAS CORPORATION LOC 44	4262791068	MECHANIC UNIFORMS	03/16/2026	4.59
CINTAS CORPORATION LOC 44	4263548553	MECHANIC UNIFORMS	03/23/2026	4.59
CINTAS CORPORATION LOC 44	4264212966	MECHANIC UNIFORMS	03/30/2026	4.59
Total 100-30-53300-3310 EXPENSE ALLOWANCE:				145.23
100-30-53300-3490 OPERATING EXPENSES				
TORBORG LUMBER & SUPPLY	2603-508814	(4) 4X6X12 TREAT	03/09/2026	128.76
TORBORG LUMBER & SUPPLY	2603-515741	STREET SIGN HARDWARE	03/31/2026	30.04
WAUPACA COUNTY TREASURE	CINV-2026-091	COMPASS MINERALS ROAD SALT	03/10/2026	2,102.61
WAUPACA COUNTY TREASURE	CINV-2026-108	(70.38TNS) @92.88 ROAD SALT (3/12); (23.24TNS) @92.88 ROAD	03/30/2026	9,130.19
Total 100-30-53300-3490 OPERATING EXPENSES:				11,391.60
100-30-53420-2270 STREET LIGHTING				
CLINTONVILLE UTILITIES	2-0471-00 3/26	ELECTRIC: RV OUTLETS - MEMORIAL CIRCLE PARKING LOT	03/31/2026	11.31
CLINTONVILLE UTILITIES	7-1045-00 3/26	ELECTRIC: E. MADISON STREET #A	03/31/2026	6.70
Total 100-30-53420-2270 STREET LIGHTING:				18.01
100-30-56200-3493 FLOWERS & FIRS				
AMAZON CAPITAL SERVICES	1VN9-LH9M-F	SANTA CLAUS BOBBLE HEAD TROPHY	12/23/2025	37.99

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-30-56200-3493 FLOWERS & FIRS:				37.99
100-40-46730 SOCCER FEES				
VAN STRATEN, AMANDA	40126	SOCCER REFUND - AMANDA VANSTRATEN	04/01/2026	23.70
BAIERL, JAMIE	40126	SOCCER REGISTRAION REFUND - JAMIE BAIERL	04/01/2026	23.70
BAIERL, JAMIE	40126-JESSA	SOCCER REGISTRATION REFUND - JAMIE BAIERL	04/01/2026	23.70
BRAHAN, BOBBI	40126	SOCCER REFUND - BOBBI BRAHAN	04/01/2026	23.70
HEIMAN, MEGHAN	40126	SOCCER REFUND - MEGHAN HEIMAN	04/01/2026	94.79
CARPER, STACI	40126	SOCCER REFUND - STACI CARPER	04/01/2026	94.79
ZIEREIS, JENNIFER	40126	SOCCER REFUND - JENNIFER ZIEREIS	04/01/2026	23.70
CHRIS FROH	40126	SOCCER REFEREE - CHRIS FROH	04/01/2026	94.79
ADAM CHRISTIAN	40126	SOCCER REFUND - ADAM CHRISTIAN	04/01/2026	94.79
DOMINIQUE KNAPP	40126	SOCCER REFUND - DOMINIQUE KNAPP	04/01/2026	23.70
SONYA PARKS	40126	SOCCER REFUND - SONYA PARKS	04/01/2026	23.70
RAQUEL ARCOS	40126	SOCCER REFUND - RAQUEL ARCOS	04/01/2026	23.70
Total 100-40-46730 SOCCER FEES:				568.76
100-40-55200-2100 INFORMATION TECHNOLOGY				
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	153.06
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	153.56
AMAZON CAPITAL SERVICES	1YG9-3MWP-1	BROTHER MFC-L3720CDW PRINTER	03/17/2026	442.12
CHARTER COMMUNICATIONS	000131703152	INTERNET SERVICE - PARKS OFFICE	03/15/2026	67.73
Total 100-40-55200-2100 INFORMATION TECHNOLOGY:				816.47
100-40-55200-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	31.42
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	19.31
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	6.44
Total 100-40-55200-2250 TELEPHONE:				57.17
100-40-55200-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	11-0865-00 3/2	ELECTRIC - OLEN PARK ROAD	03/31/2026	13.62
CLINTONVILLE UTILITIES	16-0450-00 3/2	WATER & ELECTRIC - PARKS OFFICE	03/31/2026	82.69
CLINTONVILLE UTILITIES	16-0455-00 3/2	ELECTRIC - TRACTOR SHED	03/31/2026	72.00
CLINTONVILLE UTILITIES	16-0460-00 3/2	ELECTRIC - DIAMOND #3	03/31/2026	17.73
CLINTONVILLE UTILITIES	16-0465-00 3/2	WATER & ELECTRIC - SOFTBALL SHELTER	03/31/2026	113.67
CLINTONVILLE UTILITIES	2-0436-00 3/26	WATER & ELECTRIC - ATHLETIC FIELD LIGHTS	03/31/2026	105.07
CLINTONVILLE UTILITIES	2-0440-00 3/26	WATER & ELECTRIC - ATHLETIC FIELD RESTROOMS	03/31/2026	58.71
CLINTONVILLE UTILITIES	2-0450-00 3/26	ELECTRIC - ATHLETIC FIELD CONCESSION/LOCKER	03/31/2026	20.42
CLINTONVILLE UTILITIES	2-0470-00 3/26	ELECTRIC - ICE SKATING RINK	03/31/2026	6.70
CLINTONVILLE UTILITIES	2-0740-01 3/26	ELECTRIC - MERC SITE/RIVERWALK	03/31/2026	7.73
CLINTONVILLE UTILITIES	2-0900-00 3/26	WATER & ELECTRIC - CENTRAL PARK	03/31/2026	62.57
CLINTONVILLE UTILITIES	2-0901-00 3/26	ELECTRIC - TENNIS COURTS	03/31/2026	6.70
CLINTONVILLE UTILITIES	6-1020-00 3/26	ELECTRIC - DIAMOND #2	03/31/2026	7.34
CLINTONVILLE UTILITIES	6-1025-00 3/26	ELECTRIC - DIAMOND #1	03/31/2026	6.70
CLINTONVILLE UTILITIES	6-1045-00 3/26	WATER & ELECTRIC - NORTH SHELTER	03/31/2026	12.34
CLINTONVILLE UTILITIES	6-1567-00 3/26	ELECTRIC - BATTING CAGE	03/31/2026	6.75
CLINTONVILLE UTILITIES	7-0040-00 3/26	ELECTRIC - OLEN PARK STORAGE	03/31/2026	11.83
Total 100-40-55200-2270 WATER & ELECTRIC:				612.57
100-40-55200-3261 PUBLISHING				
MULTI MEDIA CHANNELS LLC	IN314749	EMPLOYMENT PARKS LABORER AD	03/15/2026	117.00
MULTI MEDIA CHANNELS LLC	IN315838	EMPLOYMENT PARKS LABORER AD	03/22/2026	117.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
MULTI MEDIA CHANNELS LLC	IN315838	BOAT LAUNCH AD	03/22/2026	82.83
Total 100-40-55200-3261 PUBLISHING:				316.83
100-40-55200-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	89.96
Total 100-40-55200-3310 EXPENSE ALLOWANCE:				89.96
100-40-55200-3490 OPERATING EXPENSES				
PREMIUM WATERS INC	391476179	(5-5GAL) NICOLET & SERVICE CHARGE @ \$6.99	03/23/2026	51.99
PREMIUM WATERS INC	391480096	MONTHLY APRIL RENTAL	03/31/2026	11.00
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	19.39
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: PARKS	03/19/2026	14.17
Total 100-40-55200-3490 OPERATING EXPENSES:				96.55
100-40-55200-3510 GAS & OIL				
KWIK TRIP INC	MARCH 2026	PARK&REC	03/31/2026	911.89
Total 100-40-55200-3510 GAS & OIL:				911.89
100-40-55200-3530 MACHINE & EQUIPMENT PARTS				
SERVICE MOTOR COMPANY	P21854	P42: F44881 CYLINDER	03/11/2026	48.91
AMAZON CAPITAL SERVICES	1GKG-X9VN-7	GRACO INC SG2 SPRAY GUN	10/15/2025	120.15
Total 100-40-55200-3530 MACHINE & EQUIPMENT PARTS:				169.06
100-40-55200-3560 BLDG. REPAIR & MAINTENANCE				
AMAZON CAPITAL SERVICES	1RV1-3MQQ-V	(2PK) 3/4" PEX BRASS SHUT OFF BALL VALVE	10/22/2025	27.88
Total 100-40-55200-3560 BLDG. REPAIR & MAINTENANCE:				27.88
100-40-55200-3570 BOAT LANDING EXPENSES				
AMAZON CAPITAL SERVICES	1Q7P-KQ7K-X	(6PK) STAINLESS STEEL CHAIN QUICK LINKS	03/17/2026	50.83
Total 100-40-55200-3570 BOAT LANDING EXPENSES:				50.83
100-40-55200-8106 PLAYGROUND EQUIPMENT				
TORBORGS LUMBER & SUPPLY	2603-508639	(1) LANDSCAPE TIMBER 3-1/4X4	03/09/2026	7.49
Total 100-40-55200-8106 PLAYGROUND EQUIPMENT:				7.49
100-40-55301-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	000131703152	JM: PARKS OFFICE INTERNET; 25%	03/15/2026	38.49
CHARTER COMMUNICATIONS	000131703152	RB: PARKS OFFICE INTERNET; 6%	03/15/2026	9.24
Total 100-40-55301-2100 INFORMATION TECHNOLOGY:				47.73
100-40-55301-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	22.15
AT&T MOBILITY II LLC	287305595089	250-0216	03/11/2026	14.48
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	1.93
Total 100-40-55301-2250 TELEPHONE:				38.56
100-40-55301-3150 OFFICE SUPPLIES				
AMAZON CAPITAL SERVICES	1FLJ-HQC6-PP	(2PK) DUST-OFF DISPOSABLE COMPRESSED GAS DUSTER, 10	03/24/2026	11.75

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 100-40-55301-3150 OFFICE SUPPLIES:				11.75
100-40-55301-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	9.00
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: BOOT ALLOWANCE; 45%	03/31/2026	60.29
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: PANTS ALLOWANCE; 45%	03/31/2026	70.65
AMAZON CAPITAL SERVICES	1RT3-KJMD-J	JM: BOOT ALLOWANCE; 45%	04/06/2026	25.20
Total 100-40-55301-3310 EXPENSE ALLOWANCE:				165.14
100-40-55400-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171724301032	INTERNET SERVICE - COMMUNITY CENTER	03/21/2026	60.00
Total 100-40-55400-2100 INFORMATION TECHNOLOGY:				60.00
100-40-55400-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	35.73
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	.64
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	18.66
Total 100-40-55400-2250 TELEPHONE:				55.03
100-40-55400-3150 OFFICE SUPPLIES				
AMAZON CAPITAL SERVICES	1469-PGT9-74	ROBERT'S RULES BOOK	03/20/2026	16.99
AMAZON CAPITAL SERVICES	1YG9-3MWP-1	(3PK) TN221 BROTHER CYAN, MAGENTA & YELLOW TONER; TN	03/17/2026	290.27
Total 100-40-55400-3150 OFFICE SUPPLIES:				307.26
100-40-55400-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	16.15
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	13.46
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	2.99
Total 100-40-55400-3310 EXPENSE ALLOWANCE:				32.60
100-40-55400-3490 MISC OPERATING EXPENSES				
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	19.39
Total 100-40-55400-3490 MISC OPERATING EXPENSES:				19.39
100-40-55400-3492 EASTER EGG HUNT				
ELAN FINANCIAL SERVICES	0005161	BALLOON TWISTER - EASTER EGG HUNT	03/04/2026	100.00
ELAN FINANCIAL SERVICES	01643-22326	EASTER PRIZES	02/23/2026	727.69
AMAZON CAPITAL SERVICES	1DDN-GP9T-3	EASTER PRIZES	03/20/2026	119.16
AMAZON CAPITAL SERVICES	1RYD-XFPR-M	EASTER PRIZES	03/24/2026	263.49
BOLINS SPEEDY TS LLC	10424	EASTER SPONSOR BANNER	04/01/2026	84.00
Total 100-40-55400-3492 EASTER EGG HUNT:				1,294.34
100-40-55400-3494 WINTER PROGRAMS				
IGL, MICHAEL	40626	BASKETBALL GAMES (3 GAMES) MIKE IGL	04/06/2026	135.00
HENSCHER, CARMEN	32326	WOMEN'S VOLLEYBALL 1ST PLACE	03/23/2026	200.00
RADDANT, HANNAH	32326	WOMEN'S VOLLEYBALL 2ND PLACE	03/23/2026	120.00
JAMES, ALIVIA	32326	WOMEN'S VOLLEYBALL 3RD PLACE	03/23/2026	80.00
MARTHALER, DADE	32326	MEN'S VOLLEYBALL 1ST PLACE	03/23/2026	125.00
HOLBROOK, ISRAEL	32326	MEN'S VOLLEYBALL 2ND PLACE	03/23/2026	75.00
HOLBROOK, JEDIAH	32326	MEN'S VOLLEYBALL 3RD PLACE	03/23/2026	50.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
DANIEL JAJE	40626	BASKETBALL REFEREE - DANIEL JAJE (3 GAMES)	04/06/2026	120.00
Total 100-40-55400-3494 WINTER PROGRAMS:				905.00
100-40-55400-3497 OPEN RECREATION				
AMAZON CAPITAL SERVICES	1VN9-LH9M-F	CRICUT PRINTABLE TRANSPARENT SHEETS	12/23/2025	43.94
Total 100-40-55400-3497 OPEN RECREATION:				43.94
100-40-55420-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	234240001040	INTERNET SERVICE - AQUA PARK	04/01/2026	134.80
Total 100-40-55420-2100 INFORMATION TECHNOLOGY:				134.80
100-40-55420-2250 TELEPHONE				
CHARTER COMMUNICATIONS	234240001040	PHONE SERVICE - AQUA PARK	04/01/2026	44.80
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	2.25
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	.32
Total 100-40-55420-2250 TELEPHONE:				47.37
100-40-55420-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	6-1040-01 3/26	WATER & ELECTRIC - AQUA PARK	03/31/2026	395.29
Total 100-40-55420-2270 WATER & ELECTRIC:				395.29
100-40-55420-2302 SYSTEMS MAINTENANCE				
AMAZON CAPITAL SERVICES	14NJ-HXP1-X6	(6CT) STAINLESS STEEL CHAIN QUICK LINKS	03/23/2026	49.89
Total 100-40-55420-2302 SYSTEMS MAINTENANCE:				49.89
100-40-55420-3310 EXPENSE ALLOWANCE				
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	10.49
Total 100-40-55420-3310 EXPENSE ALLOWANCE:				10.49
100-40-55420-3490 OPERATING EXPENSES				
AMAZON CAPITAL SERVICES	1H3P-13YF-W	(10PK) 6X8 ALUMINUM BLANKS	07/16/2025	7.98
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: AQUA PARK	03/19/2026	14.16
Total 100-40-55420-3490 OPERATING EXPENSES:				22.14
100-40-56110-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-0216	03/11/2026	1.61
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	1.61
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	.32
Total 100-40-56110-2250 TELEPHONE:				3.54
100-40-56110-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	382151	RA: DS CRL DOT BUNDLED (84.00); ALCOHOL SCREENING (44.0	04/01/2026	25.60
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	7.50
CINTAS CORPORATION LOC 44	4262034383	BM: UNIFORM ALLOWANCE; 2%	03/09/2026	.37
CINTAS CORPORATION LOC 44	4262791068	MECHANIC UNIFORMS	03/16/2026	.37
CINTAS CORPORATION LOC 44	4263548553	MECHANIC UNIFORMS	03/23/2026	.37
CINTAS CORPORATION LOC 44	4264212966	MECHANIC UNIFORMS	03/30/2026	.37
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: BOOT ALLOWANCE; 5%	03/31/2026	6.70
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: PANTS ALLOWANCE; 5%	03/31/2026	7.85

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
AMAZON CAPITAL SERVICES	1RT3-KJMD-J	JM: BOOT ALLOWANCE; 5%	04/06/2026	2.80
Total 100-40-56110-3310 EXPENSE ALLOWANCE:				51.93
100-40-56110-3490 OPERATING EXPENSES				
AMAZON CAPITAL SERVICES	1RYM-KGDM-	(12PK) FLUORESCENT PINK FLAGGING TAPE	03/06/2026	19.99
Total 100-40-56110-3490 OPERATING EXPENSES:				19.99
100-50-53510-2250 TELEPHONE EXPENSES				
FRONTIER COMMUNICATIONS	715-823-7691-	WEATHERMATION PHONE SERVICE AIRPORT -7691	04/01/2026	202.33
AT&T MOBILITY II LLC	287305595089	250-0216	03/11/2026	1.61
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	.32
Total 100-50-53510-2250 TELEPHONE EXPENSES:				204.26
100-50-53510-2270 WATER & ELECTRIC				
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - ENTRANCE SIGN POLE	03/19/2026	36.24
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - PRIVATE HANGER VILLAGE	03/19/2026	79.37
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - SRE BUILDING	03/19/2026	82.59
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - HANGER 440	03/19/2026	172.21
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - WELL	03/19/2026	26.20
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - AREA LIGHTING	03/19/2026	72.06
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - HANGER 400	03/19/2026	41.28
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - FIELD LIGHTS	03/19/2026	514.81
Total 100-50-53510-2270 WATER & ELECTRIC:				1,024.76
100-50-53510-3140 SMALL EQUIPMENT				
NORTHWAY COMMUNICATIONS	180287	(2) BATTERY ICOM A5	02/16/2026	82.00
AMAZON CAPITAL SERVICES	1DPQ-3P1K-D	(3) 5 GALLON GAS CANS; (1) 5 GALLON DIESEL CAN	09/30/2025	271.75
Total 100-50-53510-3140 SMALL EQUIPMENT:				353.75
100-50-53510-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	382151	RA: DS CRL DOT BUNDLED (84.00); ALCOHOL SCREENING (44.0	04/01/2026	5.12
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	1.50
CINTAS CORPORATION LOC 44	4262034383	CF & BM: UNIFORM ALLOWANCE; 15% & 2%	03/09/2026	3.15
CINTAS CORPORATION LOC 44	4262791068	MECHANIC UNIFORMS	03/16/2026	3.15
CINTAS CORPORATION LOC 44	4263548553	MECHANIC UNIFORMS	03/23/2026	3.15
CINTAS CORPORATION LOC 44	4264212966	MECHANIC UNIFORMS	03/30/2026	3.15
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: BOOT ALLOWANCE; 5%	03/31/2026	6.70
AMAZON CAPITAL SERVICES	1373-YQ67-4G	JM: PANTS ALLOWANCE; 5%	03/31/2026	7.85
AMAZON CAPITAL SERVICES	1HVG-MC39-K	RA: JACKET ALLOWANCE	12/11/2025	5.00
AMAZON CAPITAL SERVICES	1HVG-MC39-K	RA: PANTS ALLOWANCE	12/11/2025	7.01
AMAZON CAPITAL SERVICES	1RT3-KJMD-J	JM: BOOT ALLOWANCE; 5%	04/06/2026	2.79
AMAZON CAPITAL SERVICES	1T4C-YJY9-HX	AR: JACKET ALLOWANCE	12/16/2025	4.40
AMAZON CAPITAL SERVICES	1T4C-YJY9-HX	AR: PANTS ALLOWANCE	12/16/2025	5.28
AMAZON CAPITAL SERVICES	1V49-TMV3-6Q	AR: JACKET ALLOWANCE	12/22/2025	5.55
Total 100-50-53510-3310 EXPENSE ALLOWANCE:				63.80
100-50-53510-3490 OPERATING EXPENSES				
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: AIRPORT	03/19/2026	14.17
COBORN'S INC	1100397426	(5-12PK) SODA - VENDING MACHINE	02/13/2026	39.96
Total 100-50-53510-3490 OPERATING EXPENSES:				54.13

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
100-50-53510-3554 VEHICLE REPAIR & MAINTENANCE				
NAPA AUTO PARTS	059050	PERMATEX GASKET SEALER NAPA CLEAR RTV, 2OZ., 21183	03/31/2026	4.29
Total 100-50-53510-3554 VEHICLE REPAIR & MAINTENANCE:				4.29
Total 100:				89,390.97
201				
201-40-55140-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	171724301032	INTERNET SERVICE - COMMUNITY CENTER	03/21/2026	60.00
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	47.43
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	47.58
Total 201-40-55140-2100 INFORMATION TECHNOLOGY:				155.01
201-40-55140-2250 TELEPHONE				
AT&T MOBILITY II LLC	287305595089	250-5320	03/11/2026	2.57
AT&T MOBILITY II LLC	287305595089	250-9200	03/11/2026	3.22
Total 201-40-55140-2250 TELEPHONE:				5.79
201-40-55140-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	1-0081-00 3/26	WATER & ELECTRIC - COMMUNITY CENTER	03/31/2026	387.07
Total 201-40-55140-2270 WATER & ELECTRIC:				387.07
201-40-55140-3310 EXPENSE ALLOWANCE				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	2.31
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	1.92
ELAN FINANCIAL SERVICES	8113332	RB: (6PR) CARHARTT B13 JEANS	02/23/2026	12.00
Total 201-40-55140-3310 EXPENSE ALLOWANCE:				16.23
201-40-55140-3490 OPERATING EXPENSES				
AMAZON CAPITAL SERVICES	1YG9-3MWP-1	(1000CT) COMMERCIAL 12-CUP COFFEE FILTERS	03/17/2026	15.51
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: COMMUNITY CENTER	03/19/2026	14.17
Total 201-40-55140-3490 OPERATING EXPENSES:				29.68
201-40-55140-3560 BLDG. REPAIR/MAINTENANCE				
ELAN FINANCIAL SERVICES	1760-32326	FILL VALVE & 3" FLAPPER KIT	03/23/2026	21.99
AMAZON CAPITAL SERVICES	1CWP-9KTF-F	(4) MANSFIELD PLUMBING 630-0207 UNIV FLAPPER 3 INCH KIT,	03/25/2026	46.52
AMAZON CAPITAL SERVICES	1JJP-JFLV-4LG	(5) 3M 7300 BLACK 17" HIGH PRODUCTIVITY PADS	01/12/2026	60.24
AMAZON CAPITAL SERVICES	1YG9-3MWP-1	BUNN VPR-2GD 12-CUP COFFEE MACHINE	03/17/2026	407.00
Total 201-40-55140-3560 BLDG. REPAIR/MAINTENANCE:				535.75
Total 201:				1,129.53
204				
204-41-55110-2100 INFORMATION TECHNOLOGY				
OUTAGAMIE WAUPACA LIBRAR	4794	2026 OWLSNET MEMBERSHIP FEE	03/30/2026	16,224.00
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	47.43
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	47.58
Total 204-41-55110-2100 INFORMATION TECHNOLOGY:				16,319.01

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
204-41-55110-2250 TELEPHONE				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	182.54
CHARTER COMMUNICATIONS	237241501032	PHONE SERVICE - LIBRARY	03/21/2026	49.65
Total 204-41-55110-2250 TELEPHONE:				232.19
204-41-55110-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	4-0390-00 3/26	WATER/ELEC. UTILITIES-LIBRARY	03/31/2026	1,254.31
Total 204-41-55110-2270 WATER & ELECTRIC:				1,254.31
204-41-55110-3110 POSTAGE				
APPLE BOOKS	120667	SHIPPING	03/13/2026	74.30
ELAN FINANCIAL SERVICES	200113216	SHIPPING	02/27/2026	12.36
ELAN FINANCIAL SERVICES	879690	SHIPPING	02/27/2026	35.00
Total 204-41-55110-3110 POSTAGE:				121.66
204-41-55110-3112 COPY EXPENSE				
JAMES IMAGING SYSTEMS INC	41596842	COPIER LEASE & USAGE	03/27/2026	208.76
Total 204-41-55110-3112 COPY EXPENSE:				208.76
204-41-55110-3123 MAINTENANCE				
AMAZON CAPITAL SERVICES	11KF-N69X-H1	ADJUSTABLE ANGLE GRINDER WRENCH	03/18/2026	6.99
AMAZON CAPITAL SERVICES	1MFX-YYKY-G	WATER FOUNTAIN REGULATOR	03/18/2026	35.75
Total 204-41-55110-3123 MAINTENANCE:				42.74
204-41-55110-3150 OFFICE SUPPLIES				
ELM USA INC	83960	DISC CLEANING SERVICE	03/19/2026	25.00
AMAZON CAPITAL SERVICES	1GKQ-4TKH-D	STORAGE BAGS & CONTACT PAPER	04/01/2026	114.39
AMAZON CAPITAL SERVICES	1JLK-L3KG-91	COLOR PAPER	04/06/2026	24.86
AMAZON CAPITAL SERVICES	1V9D-X93K-LT	COFFEE CUPS	04/01/2026	82.56
Total 204-41-55110-3150 OFFICE SUPPLIES:				246.81
204-41-55110-3260 SUBSCRIPTIONS & PERIODICALS				
ELAN FINANCIAL SERVICES	22526CONSU	CONSUMER REPORTS SUBSCRIPTION	02/25/2026	39.00
ELAN FINANCIAL SERVICES	260367409465	SUBSCRIPTION-HGTV MAGAZINE	02/05/2026	49.97
Total 204-41-55110-3260 SUBSCRIPTIONS & PERIODICALS:				88.97
204-41-55110-3269 BOOKS-ADULT				
AMAZON CAPITAL SERVICES	13DN-PRFP-D	BOOKS	03/09/2026	13.79
AMAZON CAPITAL SERVICES	1493-Y9C6-LC	BOOKS	03/14/2026	202.05
AMAZON CAPITAL SERVICES	17FK-F643-MP	BOOKS	03/29/2026	131.98
AMAZON CAPITAL SERVICES	1JVY-WRDQ-C	BOOKS	04/05/2026	67.93
AMAZON CAPITAL SERVICES	1LY6-YMQV-JX	BOOKS	03/07/2026	106.96
AMAZON CAPITAL SERVICES	1MXG-QF77-W	BOOKS	04/01/2026	224.33
AMAZON CAPITAL SERVICES	1VQX-P66R-6	BOOKS	03/22/2026	106.42
AMAZON CAPITAL SERVICES	1XT7-9VRQ-4	BOOKS	03/31/2026	30.78
CENGAGE LEARNING INC	999102499113	LARGE PRINT BOOKS	03/12/2026	92.22
CENGAGE LEARNING INC	999102499118	LARGE PRINT BOOKS	03/12/2026	81.72
CENGAGE LEARNING INC	999102550373	LARGE PRINT BOOKS	03/25/2026	75.00
CENGAGE LEARNING INC	999102552536	LARGE PRINT BOOKS	03/26/2026	30.74
CENGAGE LEARNING INC	999102560435	LARGE PRINT BOOKS	03/27/2026	26.99

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 204-41-55110-3269 BOOKS-ADULT:				1,190.91
204-41-55110-3270 BOOKS-JUVENILE				
PENWORTHY COMPANY, THE	0611318-CM	CREDIT	11/10/2025	100.00-
PENWORTHY COMPANY, THE	0616114-IN	CHILDREN'S BOOKS	03/13/2026	2,017.02
APPLE BOOKS	120667	CHILDREN'S BOOKS	03/13/2026	1,805.06
APPLE BOOKS	120953	CHILDREN'S BOOKS	04/03/2026	52.41
AMAZON CAPITAL SERVICES	17VJ-TRH4-9V	CHILDREN'S BOOKS	04/05/2026	45.86
AMAZON CAPITAL SERVICES	1J13-CYVJ-9H	CHILDREN'S BOOKS	03/28/2026	73.39
AMAZON CAPITAL SERVICES	1PTK-767Y-TH	CHILDREN'S BOOKS	03/15/2026	12.34
Total 204-41-55110-3270 BOOKS-JUVENILE:				3,906.08
204-41-55110-3272 eCONTENT				
MIDWEST TAPE LLC	508659660	AUDIOBOOKS, DIGITAL COMICS, EBOOKS, DIGITAL MOVIES, DI	03/31/2026	802.70
Total 204-41-55110-3272 eCONTENT:				802.70
204-41-55110-3280 PROGRAMS				
ELAN FINANCIAL SERVICES	0024-30226	READ ACROSS AMERICA CAKE & ICE CREAM	03/02/2026	101.95
ELAN FINANCIAL SERVICES	0112-32326	TEEN PROGRAM SUPPLIES	03/23/2026	22.50
ELAN FINANCIAL SERVICES	0151-31926	TORTOISE FOOD	03/19/2026	3.78
ELAN FINANCIAL SERVICES	0184-31226	TORTOISE & PROGRAM SUPPLIES	03/12/2026	10.16
ELAN FINANCIAL SERVICES	200113216	SUMMER READING PROGRAM SUPPLIES	02/27/2026	445.00
ELAN FINANCIAL SERVICES	879690	SUMMER READING PROGRAM SUPPLIES	02/27/2026	106.59
AMAZON CAPITAL SERVICES	1JF3-MXFR-H	PROGRAM SUPPLIES	03/12/2026	18.97
AMAZON CAPITAL SERVICES	1JGW-7T6Y-D1	TRIVIA GAMES	03/25/2026	29.68
AMAZON CAPITAL SERVICES	1JHD-C3XD-4	PROGRAM SUPPLIES	03/20/2026	9.98
AMAZON CAPITAL SERVICES	1MK4-7WQ1-R	SUMMER ART PROGRAM SUPPLIES	03/20/2026	50.25
AMAZON CAPITAL SERVICES	1WPL-6PTM-H	BATTERIES	06/05/2025	9.18
Total 204-41-55110-3280 PROGRAMS:				808.04
204-41-55110-3285 A/V MATERIALS-ADULT				
AMAZON CAPITAL SERVICES	14CK-LCCP-L	MOVIE	03/23/2026	22.96
AMAZON CAPITAL SERVICES	1LH6-3M43-X6	MOVIES	03/17/2026	55.87
AMAZON CAPITAL SERVICES	1Q3G-HF7W-T	MOVIES	03/08/2026	82.90
AMAZON CAPITAL SERVICES	1QP1-NNLN-T	MOVIES	03/21/2026	126.74
AMAZON CAPITAL SERVICES	1Y1Q-1CMM-C	MOVIES	05/18/2025	37.90
Total 204-41-55110-3285 A/V MATERIALS-ADULT:				326.37
204-41-55110-3286 A/V MATERIALS-JUVENILE				
AMAZON CAPITAL SERVICES	1QLL-7GKY-9L	CHILDREN'S MOVIE	03/20/2026	17.95
AMAZON CAPITAL SERVICES	1Y4W-7YV7-9	CHILDREN'S MOVIES	03/31/2026	44.91
Total 204-41-55110-3286 A/V MATERIALS-JUVENILE:				62.86
204-41-55110-3490 OPERATING EXPENSES				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	25.38
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	21.15
ELAN FINANCIAL SERVICES	31726	STATE PARK PASSES	03/17/2026	90.00
WI DEPT OF JUSTICE (L6901T)	L6901T 2/26	BACKGROUND CHECK-LIBRARY	02/28/2026	7.00
UNIQUE MANAGEMENT SERVI	6157749	ACCOUNTS SENT TO COLLECTIONS	04/01/2026	29.55
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
AMAZON CAPITAL SERVICES	1WLM-4K9J-F	RADON DETECTOR	03/21/2026	159.99
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: LIBRARY	03/19/2026	22.50

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 204-41-55110-3490 OPERATING EXPENSES:				394.35
204-41-55110-3560 BLDG. REPAIR/MAINTENANCE				
KRUEGER'S SIGN & ELECTRIC	03-23707	SOLDER HANDICAP DOOR CONTROL	03/31/2026	127.50
AUTOMATED COMFORT CONT	40181	SEMI-ANNUAL BILLING	03/13/2026	1,123.50
AUTOMATED COMFORT CONT	40222	PREVENTATIVE MAINTENANCE MATERIALS	03/17/2026	79.38
ENTRANCE TECHNOLOGIES 1	58790	FRONT DOOR REPAIR	03/24/2026	240.00
Total 204-41-55110-3560 BLDG. REPAIR/MAINTENANCE:				1,570.38
Total 204:				27,576.14
205				
205-40-43200 RIDE FARES				
RUNNING INC	32984	FARES	04/07/2026	1,463.00-
Total 205-40-43200 RIDE FARES:				1,463.00-
205-40-53520-3490 OPERATING EXPENSES				
RUNNING INC	32984	SUBSIDY	04/07/2026	12,041.11
Total 205-40-53520-3490 OPERATING EXPENSES:				12,041.11
Total 205:				10,578.11
207				
207-20-52101-2100 INFORMATION TECHNOLOGY				
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	17.25
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	17.30
Total 207-20-52101-2100 INFORMATION TECHNOLOGY:				34.55
Total 207:				34.55
211				
211-40-55140-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	2-0500-00 3/26	WATER & ELECTRIC - VET'S MEMORIAL	03/31/2026	41.24
Total 211-40-55140-2270 WATER & ELECTRIC:				41.24
Total 211:				41.24
219				
219-30-53600-2300 CONTRACTED SERVICES				
HARTER'S FOX VALLEY DISPO	1741243	GARBAGE/RECYCLING - CITY WIDE	02/28/2026	23,375.13
Total 219-30-53600-2300 CONTRACTED SERVICES:				23,375.13
Total 219:				23,375.13
226				
226-20-52101-3490 OPERATING EXPENSES				
ELAN FINANCIAL SERVICES	0744-22526	STORAGE BOX FOR CP SUPPLIES	02/25/2026	69.97
AMAZON CAPITAL SERVICES	14QQ-FQ9H-9	DONATION BOXES	10/02/2025	29.98
4IMPRINT INC.	31216467	BEACH BALLS TO HAND OUT AT AQUA PARK	03/30/2026	777.39

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 226-20-52101-3490 OPERATING EXPENSES:				877.34
Total 226:				877.34
227				
227-40-54910-2100 INFORMATION TECHNOLOGY				
CHARTER COMMUNICATIONS	236269601032	INTERNET SERVICE - GRACELAND CEMETERY	03/21/2026	129.99
Total 227-40-54910-2100 INFORMATION TECHNOLOGY:				129.99
227-40-54910-2270 WATER & ELECTRIC				
CLINTONVILLE UTILITIES	16-0130-01 3/2	WATER & ELECTRIC - GRACELAND CEMETERY	03/31/2026	62.27
Total 227-40-54910-2270 WATER & ELECTRIC:				62.27
227-40-54910-2300 CONTRACTED SERVICES				
TONY'S CEMETERY SERVICE	6412	MARCH GROUNDS MAINTENANCE, GRAVE PREP & SEXTON SE	03/31/2026	5,880.00
Total 227-40-54910-2300 CONTRACTED SERVICES:				5,880.00
227-40-54910-2304 LANDSCAPING				
NEW LONDON TREE SERVICE	22626	(11) ASH TREES & (1) SPRUCE TREE CUT	02/26/2026	3,550.00
Total 227-40-54910-2304 LANDSCAPING:				3,550.00
227-40-54910-3490 OPERATING EXPENSES				
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: GRACELAND CEMETERY	03/19/2026	14.16
Total 227-40-54910-3490 OPERATING EXPENSES:				14.16
227-40-54910-3560 BUILDING REPAIR & MAINTENANCE				
TORBORGS LUMBER & SUPPLY	2603-510044	(10) PINE BASE MLDG 9/16X3-1/4	03/12/2026	18.50
TORBORGS LUMBER & SUPPLY	2603-512361	(6) 8X1-1/4" PHILLIP SCREWS; (6) 8X2" PHILLIP SCREWS	03/23/2026	2.94
TORBORGS LUMBER & SUPPLY	2603-514109	(2) 2-GANG JUNCTION BOX	03/26/2026	7.58
AMAZON CAPITAL SERVICES	1YG9-3MWP-1	MONITOR WALL MOUNT	03/17/2026	13.98
Total 227-40-54910-3560 BUILDING REPAIR & MAINTENANCE:				43.00
Total 227:				9,679.42
228				
228-21-52301-3161 TRAINING & EDUCATION EXPENSES				
AMAZON CAPITAL SERVICES	1K7P-6R7F-9P	EMR BOOKS	01/16/2026	293.30
Total 228-21-52301-3161 TRAINING & EDUCATION EXPENSES:				293.30
Total 228:				293.30
401				
401-30-57310-8204 ENGINEERING				
WAUPACA COUNTY TREASURE	CINV-2026-091	ROBERT E LEE HEMLOCK STREET BRIDGE REHAB REPORT	03/10/2026	5,670.00
KUNKEL ENGINEERING GROUP	0285064	DESIGN & BIDDING MEMORIAL CIRCLE	02/27/2026	1,180.00
Total 401-30-57310-8204 ENGINEERING:				6,850.00
401-40-57630-8215 BUILDING IMPROVEMENTS				
KUNKEL ENGINEERING GROUP	0285063	DESIGN: BUCHOLTZ PARKING LOT	02/27/2026	2,750.00

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
KUNKEL ENGINEERING GROUP	0285917	DESIGN: BUCHOLTZ PARKING LOT	03/31/2026	6,980.00
Total 401-40-57630-8215 BUILDING IMPROVEMENTS:				9,730.00
401-50-57351-8211 RUNWAY IMPROVEMENTS				
WISCONSIN DEPT OF TRANSP	395-00004315	RECONSTRUCTION-RUNWAY 14/32 - DESIGN/ENGINEERING	03/02/2026	1,203.21
Total 401-50-57351-8211 RUNWAY IMPROVEMENTS:				1,203.21
Total 401:				17,783.21
428				
428-10-56608-7600 ADMINISTRATION				
WOLF RIVER LAWYERS SC	APRIL 2026	APRIL 2026	04/01/2026	125.40
Total 428-10-56608-7600 ADMINISTRATION:				125.40
Total 428:				125.40
429				
429-10-56609-7500 DEVELOPMENT INCENTIVE				
SPECIALIZED PRODUCTS	040126	SPECIALIZED PRODUCTS DEVELOPER INCENTIVE	04/01/2026	11,478.00
Total 429-10-56609-7500 DEVELOPMENT INCENTIVE:				11,478.00
429-10-56609-7600 ADMINISTRATION				
WOLF RIVER LAWYERS SC	APRIL 2026	APRIL 2026	04/01/2026	125.40
Total 429-10-56609-7600 ADMINISTRATION:				125.40
Total 429:				11,603.40
501				
501-50-53510-2100 INFORMATION TECHNOLOGY				
FRONTIER COMMUNICATIONS	715-823-7691-	FUEL TRANSACTION INTERNET	04/01/2026	182.63
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	47.43
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	47.58
Total 501-50-53510-2100 INFORMATION TECHNOLOGY:				277.64
501-50-53510-2270 WATER & ELECTRICITY				
ALLIANT ENERGY	9746160000 3/	ELECTRIC SERVICE - FUEL STATION	03/19/2026	80.30
Total 501-50-53510-2270 WATER & ELECTRICITY:				80.30
Total 501:				357.94
602				
602-62-53610-2250 TELEPHONE EXPENSES				
ELAN FINANCIAL SERVICES	FEB 2026	ROBO CALLS	03/03/2026	33.33
ELAN FINANCIAL SERVICES	MARCH 2 2026	INTERNET AND PHONE MONTHLY CHARGES	03/02/2026	160.00
CHARTER COMMUNICATIONS	171723301032	APRIL 2026 INTERNET	03/21/2026	17.78
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	35.73
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	30.18
AT&T MOBILITY II LLC	287305595089	250-0358	03/11/2026	6.62
AT&T MOBILITY II LLC	287305595089	250-0645	03/11/2026	32.18
AT&T MOBILITY II LLC	287305595089	250-0623	03/11/2026	32.18
AT&T MOBILITY II LLC	287305595089	460-1723	03/11/2026	30.11

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 602-62-53610-2250 TELEPHONE EXPENSES:				378.11
602-62-53610-2270 WATER AND ELECTRICITY EXPENSES				
CLINTONVILLE UTILITIES	10-2490-00-3-2	LIFT STATION #3	03/31/2026	238.37
CLINTONVILLE UTILITIES	11-0374-01-3-2	131 A HARRIET STREET	03/31/2026	14.91
CLINTONVILLE UTILITIES	12-0870-00-3-2	DOG POUND	03/31/2026	27.55
CLINTONVILLE UTILITIES	12-0881-00-3-2	350 E 15TH ST	03/31/2026	5,174.66
CLINTONVILLE UTILITIES	15-1415-00-3-2	LIFT STATION #2	03/31/2026	44.71
CLINTONVILLE UTILITIES	15-3280-00-3-2	LIFT STATION #6	03/31/2026	92.33
CLINTONVILLE UTILITIES	16-0187-00-3-2	LIFT STATION #11	03/31/2026	40.47
CLINTONVILLE UTILITIES	3-0990-00-3-26	LIFT STATION #5	03/31/2026	25.69
CLINTONVILLE UTILITIES	5-0240-00-3-26	LIFT STATION #8	03/31/2026	36.08
CLINTONVILLE UTILITIES	5-0875-00-3-26	LIFT STATION #9	03/31/2026	43.55
CLINTONVILLE UTILITIES	5-1090-00-3-26	LIFT STATION #10	03/31/2026	34.44
CLINTONVILLE UTILITIES	7-0540-00-3-26	LIFT STATION #12	03/31/2026	39.28
CLINTONVILLE UTILITIES	9-0880-00-3-26	LIFT STATION #4	03/31/2026	35.98
Total 602-62-53610-2270 WATER AND ELECTRICITY EXPENSES:				5,848.02
602-62-53610-2300 CONTRACTED SERVICES				
MSA PROFESSIONAL SERVICE	027094	TEMPORARY OIC FOR WASTEWATER	03/19/2026	1,827.00
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	12.69
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	10.58
THEDACARE AT WORK	382151	DRUG SCREEN - K. GRAPER	04/01/2026	128.00
CINTAS CORPORATION LOC 44	4262034368	EMPLOYEE UNIFORMS	03/09/2026	48.47
CINTAS CORPORATION LOC 44	4262791254	EMPLOYEE UNIFORMS	03/16/2026	48.47
CINTAS CORPORATION LOC 44	4263548551	EMPLOYEE UNIFORMS	03/23/2026	48.47
CINTAS CORPORATION LOC 44	4264213144	EMPLOYEE UNIFORMS	03/30/2026	48.47
UNITED MAILING SERVICES IN	231335	POSTAGE UTILITY BILLS	03/05/2026	589.89
UNITED MAILING SERVICES IN	231834	POSTAGE UTILITY BILLS	04/03/2026	587.47
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	193.17
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	193.62
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: 350 15TH STREET	03/19/2026	92.00
Total 602-62-53610-2300 CONTRACTED SERVICES:				3,828.30
602-62-53610-3121 SAFETY EQUIPMENT & TRAINING				
AMARIL UNIFORM COMPANY	IN295184	SAFETY CLASS 2 WORK SHIRTS	03/31/2026	324.00
AMAZON CAPITAL SERVICES	1HT9-7XNY-T3	TRAFFIC SAFETY CONES FOR CONFINED SPACE TRAILER	04/01/2026	120.40
Total 602-62-53610-3121 SAFETY EQUIPMENT & TRAINING:				444.40
602-62-53610-3150 OFFICE SUPPLIES				
US BANK EQUIPMENT FINANCE	576761829	COPIER LEASE	03/01/2026	110.23
US BANK EQUIPMENT FINANCE	578962318	COPIER LEASE & COPIES	04/01/2026	107.14
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	7.76
AMAZON CAPITAL SERVICES	1QDW-9W7W-	DISCO PAPER	03/30/2026	23.74
AMAZON CAPITAL SERVICES	1XT7-9VRQ-6	BINDERS	03/31/2026	9.24
Total 602-62-53610-3150 OFFICE SUPPLIES:				258.11
602-62-53610-3161 TRAINING EXPENSES				
ELAN FINANCIAL SERVICES	5012670 3-12-	TRAVEL, FOOD EXPENSE FOR D. TICHINEL MEUW CLASS	03/12/2026	6.19
Total 602-62-53610-3161 TRAINING EXPENSES:				6.19

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
602-62-53610-3241 LICENSING/PERMIT FEES				
ELAN FINANCIAL SERVICES	WS2EM10130	LICENSE RENEWAL FOR WASTEWATER K.GRAPER	11/10/2025	45.90
Total 602-62-53610-3241 LICENSING/PERMIT FEES:				45.90
602-62-53610-3490 OTHER OPERATING EXPENSES				
ELAN FINANCIAL SERVICES	8277	SHOP SUPPLIES	02/23/2026	15.99
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	38.78
AMAZON CAPITAL SERVICES	1R3F-4J93-HJ	12V BATTERY FOR ALARM SYSTEM	03/11/2026	15.99
Total 602-62-53610-3490 OTHER OPERATING EXPENSES:				70.76
602-62-53610-3510 GAS AND OIL				
KWIK TRIP INC	MARCH 2026	CWWU	03/31/2026	234.94
Total 602-62-53610-3510 GAS AND OIL:				234.94
602-62-53610-3554 VEHICLE REPAIR/MAINTENANCE				
SERVICE MOTOR COMPANY	P22422	TRACKS FOR SKID-STER	03/30/2026	603.00
UTILITY SALES AND SERVICE	0079795-IN	REPAIRS FOUND DURING ANNUAL INSPECTION FOR W68	03/06/2026	1,543.16
O'REILLY AUTO PARTS	2204-408572	BATTERY FOR TORO LAWNMOWER	04/01/2026	29.87
Total 602-62-53610-3554 VEHICLE REPAIR/MAINTENANCE:				2,176.03
602-62-53610-7001 DNR REPLACEMENT				
STRAND ASSOCIATES INC	0236668	PHOSPHORUS COMPLIANCE PLAN FOR DNR	03/12/2026	6,400.00
Total 602-62-53610-7001 DNR REPLACEMENT:				6,400.00
602-62-53612-3490 OTHER OPERATING EXPENSES				
NCL OF WISCONSIN INC	533007	LAB SUPPLIES, AMMONIA, AND PHOSPHORUS TEST KITS	03/11/2026	946.54
NCL OF WISCONSIN INC	533675	ORION REFILLABLE COMB, PROBE FOR LAB	03/26/2026	220.40
BE'S REFRESHMENTS INC	490873	DISTILLED WATER	02/20/2026	59.00
BE'S REFRESHMENTS INC	133770	DISTILLED WATER	03/12/2026	27.00
BE'S REFRESHMENTS INC	134542	DISTILLED WATER	03/26/2026	51.00
Total 602-62-53612-3490 OTHER OPERATING EXPENSES:				1,303.94
Total 602:				20,994.70
603				
603-10706 Const in Prog Substations				
FORSTER ELECTRICAL ENGIN	27365	ENGINEERING FOR INDUSTRIAL SUBSTATION	02/26/2026	5,530.00
Total 603-10706 Const in Prog Substations:				5,530.00
603-23250 UTILITY DEPOSITS PAYABLE				
J & M HOLDINGS & INVESTMEN	4-0520-11-4-26	DEPOSIT REFUND 92 BRIX ST	04/09/2026	295.28
Total 603-23250 UTILITY DEPOSITS PAYABLE:				295.28
603-25320 Energy Assistance				
FOCUS ON ENERGY / SEERA	3312026	FOCUS PROGRAM FEE	03/31/2026	1,707.15
Total 603-25320 Energy Assistance:				1,707.15
603-37000 Electric Plant Meters				
RESCO	3107293	METER CT'S DCEB 1500:5 RF	03/24/2026	3,424.98

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 603-37000 Electric Plant Meters:				3,424.98
603-39200 Transportation Equipment				
KLEIN	18148	2026 CHEVROLET 1500 DOUBLE CAB PICK UP TRUCK	04/08/2026	42,692.00
Total 603-39200 Transportation Equipment:				42,692.00
603-63-54500-2270 Water And Electricity Expenses				
BADGER POWER MKTG AUTHO	810	PURCHASED POWER	03/31/2026	856,544.45
Total 603-63-54500-2270 Water And Electricity Expenses:				856,544.45
603-63-56600-3490 Other Operating Expenses				
AMAZON CAPITAL SERVICES	11X7-HY71-N1	ELECTRIC METER TOOLS AND SUPPLIES	03/12/2026	49.57
Total 603-63-56600-3490 Other Operating Expenses:				49.57
603-63-56700-3490 Other Operating Expenses				
KRUEGER'S SIGN & ELECTRIC	72738	METER SUPPLY PARTS FOR CONVERTINGS NEW METER	03/25/2026	18.28
Total 603-63-56700-3490 Other Operating Expenses:				18.28
603-63-57100-2300 Contracted Services				
SHAWANO MUNICIPAL UTILITIE	4047	MUTUAL AID TO HELP CHANGE OUT A TRANSFORMER ON 10T	03/05/2026	228.00
Total 603-63-57100-2300 Contracted Services:				228.00
603-63-90300-2100 Computer Expenses				
BAYCOM INC	EQUIPINV_061	T KOELBL COMPUTER TRUCK DOCKING STATION KIT	03/25/2026	151.00
Total 603-63-90300-2100 Computer Expenses:				151.00
603-63-90300-3110 Postage				
UNITED MAILING SERVICES IN	231335	POSTAGE UTILITY BILLS	03/05/2026	1,179.76
UNITED MAILING SERVICES IN	231834	POSTAGE UTILITY BILLS	04/03/2026	1,174.94
Total 603-63-90300-3110 Postage:				2,354.70
603-63-92000-2250 Telephone Expenses				
ELAN FINANCIAL SERVICES	FEB 2026	ROBO CALLS	03/03/2026	33.34
Total 603-63-92000-2250 Telephone Expenses:				33.34
603-63-92100-2100 Computer Expenses				
ELAN FINANCIAL SERVICES	MARCH 2ND 2	INTERNET FOR 55 E. 12TH STREET	03/03/2026	168.00
CHARTER COMMUNICATIONS	171723301032	APRIL 2026 INTERNET	03/21/2026	17.78
AMAZON CAPITAL SERVICES	11X7-HY71-N1	COMPUTER POWERPOINT REMOTE AND POINTER	03/12/2026	27.34
Total 603-63-92100-2100 Computer Expenses:				213.12
603-63-92100-2250 Telephone Expenses				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	60.36
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	74.17
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	109.97
AT&T MOBILITY II LLC	287305595089	250-2870	03/11/2026	32.18
AT&T MOBILITY II LLC	287305595089	250-1421	03/11/2026	32.18

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 603-63-92100-2250 Telephone Expenses:				308.86
603-63-92100-3150 Office Supplies				
US BANK EQUIPMENT FINANCE	576761829	COPIER LEASE	03/01/2026	220.44
US BANK EQUIPMENT FINANCE	578962318	COPIER LEASE & COPIES	04/01/2026	214.28
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	23.27
AMAZON CAPITAL SERVICES	1QDW-9W7W-	DISCO PAPER	03/30/2026	47.50
AMAZON CAPITAL SERVICES	1XT7-9VRQ-6	BINDERS	03/31/2026	18.48
Total 603-63-92100-3150 Office Supplies:				523.97
603-63-92100-3490 Other Operating Expenses				
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	23.27
Total 603-63-92100-3490 Other Operating Expenses:				23.27
603-63-92300-2110 Engineering Services				
FORSTER ELECTRICAL ENGIN	27327	ENGINEERING FOR COMMERCIAL AVE. CIRCUIT EXTENSION	02/26/2026	270.00
FORSTER ELECTRICAL ENGIN	27404	ENGINEERING	03/11/2026	2,430.00
Total 603-63-92300-2110 Engineering Services:				2,700.00
603-63-92300-2220 Other Professional Services				
APEX FIRE PROTECTION LLC	1200	ANNUAL FIRE ALARM AND SPRINKLER INSPECTION	03/18/2026	150.00
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	528.84
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	530.04
Total 603-63-92300-2220 Other Professional Services:				1,208.88
603-63-93000-2270 Water And Electricity Expenses				
CLINTONVILLE UTILITIES	11-0540-00-3-2	65 E 12TH ST	03/31/2026	164.03
CLINTONVILLE UTILITIES	11-0545-00-3-2	55 E 12TH STREET	03/31/2026	1,410.89
CLINTONVILLE UTILITIES	7-0550-00-3-26	260 7TH ST.	03/31/2026	54.20
Total 603-63-93000-2270 Water And Electricity Expenses:				1,629.12
603-63-93000-2300 Contracted Services				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	18.46
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	15.38
ELAN FINANCIAL SERVICES	FEB 2026	ELECTRIC SCADA SYSYTEM	03/03/2026	200.00
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: 55 E 12TH STREET	03/19/2026	66.00
Total 603-63-93000-2300 Contracted Services:				299.84
603-63-93000-3161 Training Expenses				
ELAN FINANCIAL SERVICES	0000132108	APPA LEGISLATIVE RALLY IN WASHINGTON DC	03/10/2026	285.00-
ELAN FINANCIAL SERVICES	101756785 3-1	HOTEL FOR LEADERSHIP TRAINING WITH MEUW D. TICHINEL	03/11/2026	143.76
ELAN FINANCIAL SERVICES	5012670 3-12-	TRAVEL, FOOD EXPENSE FOR D. TICHINEL MEUW CLASS	03/12/2026	18.57
NORTHEAST WI TECHNICAL C	MARCH 20, 20	TUITION - M DINGELDEIN	03/20/2026	462.00
MEUW	5218	MEUW ELECTRIC ANNUAL CONFERENCE T. MOSSER	03/25/2026	330.00
Total 603-63-93000-3161 Training Expenses:				669.33
603-63-93000-3460 Clothing And Uniforms				
ZORO TOOLS INC	INV18541467	SAFETY BOOTS T. KOELBL	03/12/2026	153.99

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 603-63-93000-3460 Clothing And Uniforms:				153.99
603-63-93300-3510 Gas And Oil				
O'REILLY AUTO PARTS	2204-405095	DEF FLUID FOR DIESEL VEHICLES	03/03/2026	63.96
KWIK TRIP INC	MARCH 2026	ELECTRIC	03/31/2026	1,189.39
Total 603-63-93300-3510 Gas And Oil:				1,253.35
603-63-93300-3554 Vehicle Repair/Maintenance				
ELAN FINANCIAL SERVICES	197	CHIP PTO FOR THE TORO	03/17/2026	23.99
ELAN FINANCIAL SERVICES	HS4201	SUCTION HOSE FOR VALVE TURNER/HYDRO VAC	02/26/2026	94.40
SERVICE MOTOR COMPANY	P22422	TRACKS FOR SKID-STER	03/30/2026	1,810.00
ADAM'S SMALL ENGINE REPAI	021703	CUTTING BLADES FOR TORO LAWNMOWER	03/24/2026	42.00
O'REILLY AUTO PARTS	2204-406795	MAIN RELAY FOR TORO	03/18/2026	38.08
O'REILLY AUTO PARTS	2204-406835	WASH AND WAX FOR VEHICLES	03/18/2026	45.28
O'REILLY AUTO PARTS	2204-407440	SERVICE AND OIL CHANGE IN TORO	03/23/2026	16.27
O'REILLY AUTO PARTS	2204-408572	BATTERY FOR TORO LAWNMOWER	04/01/2026	89.60
RIVERSIDE TOOL AND CARBID	5563	CHIPPER BLADE SHARPENING	03/05/2026	64.00
AMAZON CAPITAL SERVICES	11RL-HLX6-TV	3" SUCTION HOSE FOR VALVE TURNER/HYDROVAC	03/25/2026	68.23
XTREME US/ASTRAK LLC	US-19844	REPLACEMENT MULCHER TEETH FOR SKID STER MULCHER A	03/04/2026	428.00
Total 603-63-93300-3554 Vehicle Repair/Maintenance:				2,719.85
603-63-93500-3490 Other Operating Expenses				
ELAN FINANCIAL SERVICES	5427	SHOP AND CLEANING SUPPLIES	03/19/2026	49.16
ELAN FINANCIAL SERVICES	553	THERMOSTAT FOR OLD SHOP	02/23/2026	17.99
ELAN FINANCIAL SERVICES	903255	OLD SHOP 24V THERMOSTAT	02/23/2026	17.99
ELAN FINANCIAL SERVICES	9347	SHOP SUPPLIES	03/04/2026	20.94
Total 603-63-93500-3490 Other Operating Expenses:				106.08
Total 603:				924,838.41
604				
604-64-60500-3490 Other Operating Expenses				
SPEE-DEE DELIVERY SERVICE	1428187	SAMPLE SHIPPING	03/07/2026	19.12
SPEE-DEE DELIVERY SERVICE	1429317	SAMPLE SHIPPING	03/14/2026	19.17
Total 604-64-60500-3490 Other Operating Expenses:				38.29
604-64-62200-2270 Water And Electricity Expenses				
CLINTONVILLE UTILITIES	10-2195-00-3-2	WELL #6	03/31/2026	877.22
CLINTONVILLE UTILITIES	16-0851-00-3-2	WELL #2	03/31/2026	279.66
CLINTONVILLE UTILITIES	16-0852-00-3-2	WELL #1	03/31/2026	180.60
CLINTONVILLE UTILITIES	16-0853-00-3-2	WELL #3	03/31/2026	236.42
CLINTONVILLE UTILITIES	7-0385-00-3-26	WELL #7	03/31/2026	497.66
Total 604-64-62200-2270 Water And Electricity Expenses:				2,071.56
604-64-63100-3551 Chemicals				
HAWKINS INC	7351257	WATER CHEMICALS	03/04/2026	558.15
Total 604-64-63100-3551 Chemicals:				558.15
604-64-63200-3490 OTHER OPERATING EXPENSES				
CLINTONVILLE UTILITIES	6-0249-00-3-26	WATER TREATMENT PLANT	03/31/2026	770.57

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 604-64-63200-3490 OTHER OPERATING EXPENSES:				770.57
604-64-65000-3490 Other Operating Expenses				
CLINTONVILLE UTILITIES	16-0206-00-3-2	WATER TOWER	03/31/2026	25.30
Total 604-64-65000-3490 Other Operating Expenses:				25.30
604-64-65100-2300 Contracted Services				
IMMEL EXCAVATING INC, RJ	21239	REPAIR 6" MAIN LINE LEAK NEAR 147 ANNE STREET	03/09/2026	5,760.69
CORE & MAIN	Y647093	6 X 12-1/2 REPAIR CLAMP	03/09/2026	418.90
Total 604-64-65100-2300 Contracted Services:				6,179.59
604-64-90300-3110 Postage				
UNITED MAILING SERVICES IN	231335	POSTAGE UTILITY BILLS	03/05/2026	589.89
UNITED MAILING SERVICES IN	231834	POSTAGE UTILITY BILLS	04/03/2026	587.47
Total 604-64-90300-3110 Postage:				1,177.36
604-64-92000-2250 Telephone Expenses				
ELAN FINANCIAL SERVICES	FEB 2026	ROBO CALLS	03/03/2026	33.33
Total 604-64-92000-2250 Telephone Expenses:				33.33
604-64-92100-2100 Computer Expenses				
ELAN FINANCIAL SERVICES	MARCH 2ND 2	INTERNET FOR 55 E. 12TH STREET	03/03/2026	112.00
CHARTER COMMUNICATIONS	171723301032	APRIL 2026 INTERNET	03/21/2026	17.78
AMAZON CAPITAL SERVICES	11X7-HY71-N1	COMPUTER POWERPOINT REMOTE AND POINTER	03/12/2026	18.23
Total 604-64-92100-2100 Computer Expenses:				148.01
604-64-92100-2250 Telephone Expenses				
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	30.18
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	49.45
CHARTER COMMUNICATIONS	225648601040	APRIL 2026 PHONES	04/01/2026	73.32
AT&T MOBILITY II LLC	287305595089	250-0358	03/11/2026	6.62
AT&T MOBILITY II LLC	287305595089	250-0200	03/11/2026	32.18
AT&T MOBILITY II LLC	287305595089	250-1412	03/11/2026	32.18
AT&T MOBILITY II LLC	287305595089	460-1722	03/11/2026	30.11
Total 604-64-92100-2250 Telephone Expenses:				254.04
604-64-92100-3150 Office Supplies				
US BANK EQUIPMENT FINANCE	576761829	COPIER LEASE	03/01/2026	110.23
US BANK EQUIPMENT FINANCE	578962318	COPIER LEASE & COPIES	04/01/2026	107.14
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	7.73
AMAZON CAPITAL SERVICES	1QDW-9W7W-	DISCO PAPER	03/30/2026	23.75
AMAZON CAPITAL SERVICES	1XT7-9VRQ-6	BINDERS	03/31/2026	9.24
Total 604-64-92100-3150 Office Supplies:				258.09
604-64-92100-3490 Other Operating Expenses				
AMAZON CAPITAL SERVICES	1JXN-CPXR-W	AMAZON PRIME BUSINESS MEMBERSHIP FEE	05/20/2025	15.51
Total 604-64-92100-3490 Other Operating Expenses:				15.51

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
604-64-92300-2220 Other Professional Services				
HYDROCORP LLC	CI-12119	CROSS CONNECTION CONTROL PROGRAM	03/31/2026	791.00
HYDROCORP LLC	CI-12123	CROSS CONNECTION CONTROL PROGRAM	03/31/2026	941.00
APEX FIRE PROTECTION LLC	1200	ANNUAL FIRE ALARM AND SPRINKLER INSPECTION	03/18/2026	100.00
INTEGRATED SOLUTIONS INC	CW-30862	MARCH 2026 MANAGED SERVICES	03/05/2026	193.18
INTEGRATED SOLUTIONS INC	CW-30992	APRIL 2026 MANAGED SERVICES	04/09/2026	193.63
Total 604-64-92300-2220 Other Professional Services:				2,218.81
604-64-93000-2270 Water And Electricity Expenses				
CLINTONVILLE UTILITIES	11-0540-00-3-2	65 E 12TH ST	03/31/2026	109.36
CLINTONVILLE UTILITIES	11-0545-00-3-2	55 E 12TH STREET	03/31/2026	940.59
CLINTONVILLE UTILITIES	7-0550-00-3-26	260 7TH ST.	03/31/2026	36.13
Total 604-64-93000-2270 Water And Electricity Expenses:				1,086.08
604-64-93000-2300 Contracted Services				
THEDACARE AT WORK	380621	EAP FFS CLINICAL SESSION	03/02/2026	10.42
THEDACARE AT WORK	381651	EAP FFS CLINICAL SESSION	04/01/2026	8.68
GFL ENVIRONMENTAL	R10000207288	GARBAGE/RECYCLING SERVICE: 55 E 12TH STREET	03/19/2026	44.00
Total 604-64-93000-2300 Contracted Services:				63.10
604-64-93000-3161 Training Expenses				
ELAN FINANCIAL SERVICES	5012670 3-12-	TRAVEL, FOOD EXPENSE FOR D. TICHINEL MEUW CLASS	03/12/2026	6.19
Total 604-64-93000-3161 Training Expenses:				6.19
604-64-93000-3460 Clothing And Uniforms				
ELAN FINANCIAL SERVICES	3157369	STEEL TOE BOOTS L. YOUNG	02/26/2026	214.99
ELAN FINANCIAL SERVICES	3206795	SAFETY WORK BOOTS T. BESSETTE	03/12/2026	164.99
AMARIL UNIFORM COMPANY	IN295184	SAFETY CLASS 2 WORK SHIRTS AND WORK PANTS	03/31/2026	556.53
Total 604-64-93000-3460 Clothing And Uniforms:				936.51
604-64-93000-3490 Other Operating Expenses				
WI DEPT OF JUSTICE (L6901T)	L6901T 2/26	BACKGROUND CHECK	02/28/2026	7.00
Total 604-64-93000-3490 Other Operating Expenses:				7.00
604-64-93300-3490 Other Operating Expenses				
ELAN FINANCIAL SERVICES	WS2EM10132	DNR LICENSE RENEWAL T. BESSETTE	02/24/2026	45.90
Total 604-64-93300-3490 Other Operating Expenses:				45.90
604-64-93300-3510 Gas And Oil				
KWIK TRIP INC	MARCH 2026	WATER	03/31/2026	238.80
Total 604-64-93300-3510 Gas And Oil:				238.80
604-64-93300-3554 Vehicle Repair/Maintenance				
ELAN FINANCIAL SERVICES	197	CHIP PTO FOR THE TORO	03/17/2026	16.00
ELAN FINANCIAL SERVICES	2-27 FRGN TR	TRANSFER FEE FOR OUT OF COUNTRY CREDIT CARD PURCH	02/27/2026	7.08
ELAN FINANCIAL SERVICES	HS4201	SUCTION HOSE FOR VALVE TURNER/HYDRO VAC	02/26/2026	141.60
SERVICE MOTOR COMPANY	P22422	TRACKS FOR SKID-STER	03/30/2026	603.00
ADAM'S SMALL ENGINE REPAI	021703	CUTTING BLADES FOR TORO LAWNMOWER	03/24/2026	28.00
O'REILLY AUTO PARTS	2204-406795	MAIN RELAY FOR TORO	03/18/2026	25.38
O'REILLY AUTO PARTS	2204-406835	WASH AND WAX FOR VEHICLES	03/18/2026	30.18

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
O'REILLY AUTO PARTS	2204-407440	SERVICE AND OIL CHANGE IN TORO	03/23/2026	10.84
O'REILLY AUTO PARTS	2204-408572	BATTERY FOR TORO LAWNMOWER	04/01/2026	29.87
AMAZON CAPITAL SERVICES	11RL-HLX6-TV	3" SUCTION HOSE FOR VALVE TURNER/HYDROVAC	03/25/2026	45.49
Total 604-64-93300-3554 Vehicle Repair/Maintenance:				937.44
604-64-93500-3490 Other Operating Expenses				
ELAN FINANCIAL SERVICES	0193	SHOP SUPPLIES/CLEANING SUPPLIES	03/11/2026	6.97
ELAN FINANCIAL SERVICES	3920	PARTS FOR NEW LIGHTS AT TREATMENT PLANT	03/11/2026	23.05
ELAN FINANCIAL SERVICES	5427	SHOP AND CLEANING SUPPLIES	03/19/2026	32.78
ELAN FINANCIAL SERVICES	553	THERMOSTAT FOR OLD SHOP	02/23/2026	12.00
ELAN FINANCIAL SERVICES	903255	OLD SHOP 24V THERMOSTAT	02/23/2026	12.00
AMAZON CAPITAL SERVICES	1NGQ-TMKN-7	NEW LED LIGHTS FOR WATER TREATMENT PLANT BUILDING	03/10/2026	147.00
Total 604-64-93500-3490 Other Operating Expenses:				233.80
Total 604:				17,303.43
Grand Totals:				1,156,053.21

DEPARTMENT CODE (DD)

Account Format XXX-DD-XXXXX or XXX-DD-XXXXX-XXXX

- 10 - Administration
- 20 - Police
- 21 - Fire
- 30 - Public Works
- 40 - Park & Rec
- 41 - Library
- 50 - Airport
- 62 - Wastewater
- 63 - Electric
- 64 - Water

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Only unpaid invoices included.

POLICY 105 SEPARATION FROM EMPLOYMENT

- 1. **Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, and failure to return from approved leave. Such employment separation may be voluntary or involuntary.
- 2. **Notice.**
 - 2.1 If an employee decides to terminate their employment, we request that at least two weeks advance notice be provided.
 - 2.2 Department Heads and Administrative Staff who decide to terminate their employment with the City will provide at least 30 days advance notice with such termination to be effective upon receipt by the appointing authority or upon the date specified.
 - 2.3 Any employee who fails to give the requested notice will be considered to have resigned not in good standing unless the City Administrator determines that acceptable reasons for a shorter notice period exist. Paid benefit time will not count as part of the notice unless approved by the City Administrator.
- 3. **Separation Procedures.**
 - 3.1 Upon separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to law. Resigning employees should make an appointment with the payroll staff for payout review and with the City Administrator for an exit interview.
 - 3.2 Employees who resign not in good standing are ineligible for benefits payout.
- 4. **Reduction in Workforce.** The City retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
- 5. **Return of City Equipment.**
 - 5.1 Prior to separation from employment, City equipment that was assigned to the employee must be returned to the City. Such equipment includes, but is not limited to, identification/key cards, keys, laptop computers, radios, and phones/pagers.

Notwithstanding the above, the City Administrator may authorize an exception permitting a separating employee to retain a City-issued mobile phone device that has been used for both City and approved personal purposes, subject to the following conditions:

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a. The employee shall pay the City the fair market value (FMV) of the device at the time of separation. Fair market value shall be determined by the City based on reasonable market comparison and may consider any remaining provider credits, subsidies, installment balances, or contractual obligations associated with the device.

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b. The device shall not be wiped, reset, altered, or otherwise modified prior to review and written authorization by the City. The City reserves the right to access, preserve, copy, and/or retain all City data, communications, and records stored on the device in accordance with law.

c. All City-related data and communications on the device remain the property of the City and remain subject to the City's IT policies, Records Retention Schedule, and applicable Wisconsin Public Records Law requirements.

d. Final transfer of ownership shall occur only after the City confirms that all City data has been properly secured or removed in accordance with City policy and applicable law.

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5.2 Payout of accrued benefits will be withheld until all equipment is returned.

6. **Notice of Resignation**

6.1 When an employee resigns, a written notice of resignation must be provided to their supervisor or department, which needs to be forwarded within one working day to the City Administrator for placement in the personnel file.

6.2 The notice of resignation must contain:

- Employee's full name, title, and department
- Current date of letter
- Effective date of resignation
- Date of the last day to be worked, with a request to use benefit time if this date is different from the resignation date

7. **Last day of Employment.** The last day worked will, in most cases, be considered the last day of employment. The City reserves the right to determine the last day of employment.

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**City of Clintonville
Cellular Telephone / "Smartphone" Use Agreement**

Cellular Telephone / "Smartphone" Use Agreement

For Department Managers, Supervisors and Employees Authorized for City Cell/Smartphone Use

Cellular telephone communication and "Smartphone" functionality has become an important tool to assist City of Clintonville Department Managers, Supervisors, and Employees in performing their daily job responsibilities. This agreement establishes expectations for City-issued devices and reimbursement arrangements.

Available Options

Option 1 – City Device with Limited Personal Use

Employee receives a City-contracted device for City business and reasonable personal use.

- Payroll deduction: \$8.00 per month (Cell phone) or \$24.00 per month (Smartphone)
- Repair/replacement costs shared 50/50
- City retains ownership of device and number
- Device must be returned upon separation per Policy 105

Exception at Separation (Policy 105 §5.1): The City Administrator may, in their sole discretion, authorize the employee to retain the device subject to:

- Payment of fair market value (FMV), considering provider credits, subsidies, installment balances, or obligations.
- Device shall not be wiped/reset prior to City review and written authorization.
- All City data remains subject to IT policies, Records Retention Schedule, and Wisconsin Public Records Law.
- Transfer occurs only after City confirms proper data retention/removal.
- Authorization is discretionary and not precedent setting.

Option 2 – Employee-Owned Device with City Reimbursement

Employee contracts privately and receives \$8.00 (Cell) or \$24.00 (Smartphone) monthly reimbursement. Employee responsible for all costs. City-related communications remain subject to IT policies and Wisconsin Public Records Law.

Option 3 – City Device for Business Use Only

Device provided at 100% City cost for City business only (except emergencies). City retains ownership and monitoring rights. Device must be returned upon separation.

Payroll Processing

Deductions and reimbursements occur monthly through payroll and are post-tax.

Employee Selection

Option 1 – City Device with Personal Use (Payroll deduction \$ _____)

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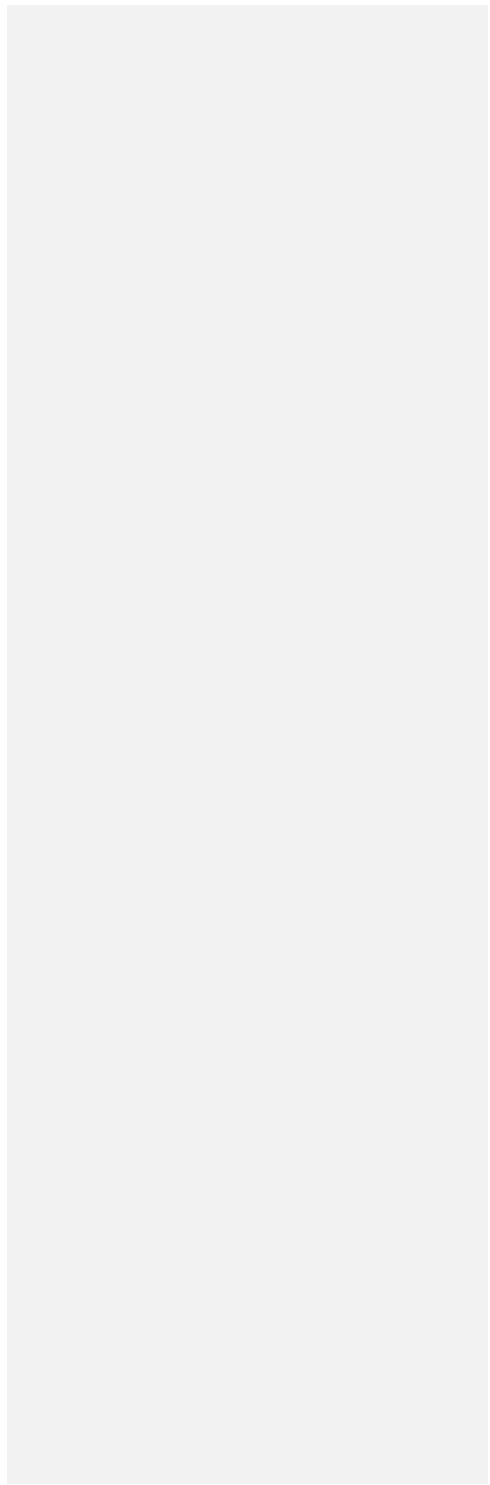
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- [Option 2 – Employee-Owned Device \(Reimbursement \\$ _____\)](#)
 - [Option 3 – City Device for Business Use Only](#)
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Acknowledgment

I acknowledge that City-related data and communications remain subject to City policy and Wisconsin Public Records Law. Separation procedures are governed by Policy 105 §5.1.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

City Administrator: _____

Date: ____ / ____ / ____

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Device Transfer Authorization & Fair Market Value (FMV) Calculation Form

Upon Separation as outlined in Option 1

Employee Name: _____

Department: _____

Device Make/Model: _____

Phone Number: _____

Date of Separation: ____ / ____ / ____

FMV Determination

Comparable Market Value: \$ _____

Remaining Installment Balance: \$ _____

Provider Credits/Subsidies Applied: \$ _____

Adjusted Fair Market Value Due to City: \$ _____

IT & Records Compliance Review

- All City data has been preserved/copied per Records Retention Schedule
- Device reviewed by authorized personnel
- Device approved for transfer
- Device reset/wiped AFTER City authorization

Authorization

I certify that transfer of this device complies with Policy 105 §5.1 and does not establish precedent.

City Administrator Signature: _____

Date: ____ / ____ / ____

Employee Signature (Acknowledging FMV Payment): _____

Date: ____ / ____ / ____

For Dept. Managers, Supervisors and Employees Authorized for City Cell/Smartphone Use

Cellular telephone communication and cellular "Smartphone" functionality has become an important tool to help City of Clintonville, Supervisors and Employees perform their daily jobs. At the same time the lines between business use and personal use of communication devices have become difficult to define as more employees regularly carry a cellular device on their person and conduct business as well as personal communications at any time of the day or night regardless of

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being “on the job” or not. In the interest of encouraging efficient use of these devices and reducing the number of devices employees carry and pay attention to, the City of Clintonville has developed a Cellphone Use Agreement for Department Managers, Supervisors and Employees authorized by the City Administrator to be eligible for a City supported Cell / “Smartphone” for use in the normal, as well as the extra, day-to-day conduct of their jobs.

There are three options available to those eligible employees as approved by the City Administrator or Department Manager. The Department Manager will decide if the employee needs only a cell phone or a “Smartphone” and the size of data package to conduct their everyday City business and City reimbursement or City payment for services will be based on this determination.

1. — An employee may choose to receive a City contracted and approved Cell / “Smartphone” and use it for both City business purposes and for reasonable personal use. Employees who choose this option will be charged \$8.00 per month for a Cell phone or \$24.00 per month for a “Smartphone” through a payroll deduction as a reimbursement to the City for the personal use. Repair or replacement costs will be shared 50/50 between the employee and the City and the City retains rights to the device and the telephone number upon separation of the employee.

2. — An employee may choose to privately contract with a vendor of their choice for a personal Cell Smartphone which the Employee agrees to also use for, and be available to the City for business use. The City will reimburse an employee \$8.00 per month for a Cell phone or \$24.00 per month for a “Smartphone” through an addition to payroll wages as reimbursement for business use of the Cell / “Smartphone”. Employees are wholly responsible for all costs of their private contract including maintenance and replacement of devices.

3. — An employee may choose to receive a City contracted and approved Cell / “Smartphone” at 100% City cost and use it only for City business purposes. Such devices are for City business only but may be used in the event of a private emergency. The employee acknowledges and understands that the City has the right to monitor all use of this Cell / “Smartphone” and the employee may be reprimanded up to and including termination for unauthorized use of this phone for personal use.

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The Employee signing below accepts the following option:

(Please initial in the box beside the option selected)

- Receive a City contracted and approved Cell / "Smartphone" and use it for both City business purposes and for reasonable personal use. Employee agrees to a \$ _____ per month payroll deduction.
- Employee will independently contract with a cellular vendor for a private Cell / "Smartphone" to be used for both personal and City/ purposes. Employee will be reimbursed \$ _____ per month by City through an addition to payroll.
- Employee will be issued a City/ Cell / "Smartphone" and will use it only for City business purposes and will not use it for or pay any contribution for personal usage. Employee further agrees to use said Cell / "Smartphone" for City business purposes only except for a personal emergency situation.

Deductions and reimbursements will be done once each month through payroll processing. Both reimbursements and deductions will be made after or "post" tax and will not affect tax liability or withholding.

Name: _____

Employee Signature: _____

Date: ____/____/____

City Administrator:

Date: ____/____/____

POLICY 105 SEPARATION FROM EMPLOYMENT

- 1. Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, and failure to return from approved leave. Such employment separation may be voluntary or involuntary.
- 2. Notice.**
 - 2.1** If an employee decides to terminate their employment, we request that at least two weeks advance notice be provided.
 - 2.2** Department Heads and Administrative Staff who decide to terminate their employment with the City will provide at least 30 days advance notice with such termination to be effective upon receipt by the appointing authority or upon the date specified.
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- 4. Reduction in Workforce.** The City retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
- 5. Return of City Equipment.**
 - 5.1** Prior to separation from employment, City equipment that was assigned to the employee must be returned to the City. Such equipment includes, but is not limited to, identification/key cards, keys, laptop computers, radios, and phones/pagers.

Notwithstanding the above, the City Administrator may authorize an exception permitting a separating employee to retain a City-issued mobile phone device that has been used for both City and approved personal purposes, subject to the following conditions:

- a. The employee shall pay the City the fair market value (FMV) of the device at the time of separation. Fair market value shall be determined by the City based on reasonable market comparison and may consider any remaining provider credits, subsidies, installment balances, or contractual obligations associated with the device.
- b. The device shall not be wiped, reset, altered, or otherwise modified prior to review and written authorization by the City. The City reserves the right to access, preserve, copy, and/or retain all City data, communications, and records stored on the device in accordance with law.
- c. All City-related data and communications on the device remain the property of the City and remain subject to the City's IT policies, Records Retention Schedule, and applicable Wisconsin Public Records Law requirements.
- d. Final transfer of ownership shall occur only after the City confirms that all City data has been properly secured or removed in accordance with City policy and applicable law.

5.2 Payout of accrued benefits will be withheld until all equipment is returned.

6. Notice of Resignation

6.1 When an employee resigns, a written notice of resignation must be provided to their supervisor or department, which needs to be forwarded within one working day to the City Administrator for placement in the personnel file.

6.2 The notice of resignation must contain:

- Employee's full name, title, and department
- Current date of letter
- Effective date of resignation
- Date of the last day to be worked, with a request to use benefit time if this date is different from the resignation date

7. Last day of Employment. The last day worked will, in most cases, be considered the last day of employment. The City reserves the right to determine the last day of employment.

Cellular Telephone / “Smartphone” Use Agreement

For Department Managers, Supervisors and Employees Authorized for City Cell/Smartphone Use

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Available Options

Option 1 – City Device with Limited Personal Use

Employee receives a City-contracted device for City business and reasonable personal use.

- Payroll deduction: \$8.00 per month (Cell phone) or \$24.00 per month (Smartphone)
- Repair/replacement costs shared 50/50
- City retains ownership of device and number
- Device must be returned upon separation per Policy 105

Exception at Separation (Policy 105 §5.1): The City Administrator may, in their sole discretion, authorize the employee to retain the device subject to:

- a) Payment of fair market value (FMV), considering provider credits, subsidies, installment balances, or obligations.
- b) Device shall not be wiped/reset prior to City review and written authorization.
- c) All City data remains subject to IT policies, Records Retention Schedule, and Wisconsin Public Records Law.
- d) Transfer occurs only after City confirms proper data retention/removal.
- e) Authorization is discretionary and not precedent setting.

Option 2 – Employee-Owned Device with City Reimbursement

Employee contracts privately and receives \$8.00 (Cell) or \$24.00 (Smartphone) monthly reimbursement. Employee responsible for all costs. City-related communications remain subject to IT policies and Wisconsin Public Records Law.

Option 3 – City Device for Business Use Only

Device provided at 100% City cost for City business only (except emergencies). City retains ownership and monitoring rights. Device must be returned upon separation.

Payroll Processing

Deductions and reimbursements occur monthly through payroll and are post-tax.

Employee Selection

- Option 1 – City Device with Personal Use (Payroll deduction \$ _____)
- Option 2 – Employee-Owned Device (Reimbursement \$ _____)
- Option 3 – City Device for Business Use Only

Acknowledgment

I acknowledge that City-related data and communications remain subject to City policy and Wisconsin Public Records Law. Separation procedures are governed by Policy 105 §5.1.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

City Administrator: _____

Date: ____ / ____ / ____

Device Transfer Authorization & Fair Market Value (FMV) Calculation Form

Upon Separation as outlined in Option 1

Employee Name: _____

Department: _____

Device Make/Model: _____

Phone Number: _____

Date of Separation: ____ / ____ / ____

FMV Determination

Comparable Market Value: \$ _____

Remaining Installment Balance: \$ _____

Provider Credits/Subsidies Applied: \$ _____

Adjusted Fair Market Value Due to City: \$ _____

IT & Records Compliance Review

- All City data has been preserved/copied per Records Retention Schedule
- Device reviewed by authorized personnel
- Device approved for transfer
- Device reset/wiped AFTER City authorization

Authorization

I certify that transfer of this device complies with Policy 105 §5.1 and does not establish precedent.

City Administrator Signature: _____

Date: ____ / ____ / ____

Employee Signature (Acknowledging FMV Payment): _____

Date: ____ / ____ / ____

RENEWAL SERVICE AGREEMENT

DEVELOPED FOR

Dave Tichinel
Clintonville Utilities

50 10th Street
Clintonville, WI, 54929

3/2/2026

PROTECTING PEOPLE, WATER, & CRITICAL PIPING INFRASTRUCTURE

For more than four decades, HydroCorp has been dedicated to advancing drinking water safety, compliance, and sustainability nationwide. Specializing in cross-connection control, backflow prevention, and detailed piping system schematics, HydroCorp integrates technology with deep industry expertise to streamline on-site activities, customer service, and data management.

OUR SERVICES



Cross-Connection Control Programs



Backflow Preventer Test Tracking



Water Meter Replacement & Testing



Piping Schematics




Water Quality Management & Sampling



Corporate Office

5700 Crooks Road, Suite 100
Troy, MI 48098

844-493-7646

 info@hydrocorpinc.com

 hydrocorpinc.com



SCOPE OF WORK.....3-4

PROFESSIONAL SERVICE AGREEMENT.....5-9

APPENDIX - QUALIFICATIONS.....10

Statement of Work

HydroCorp™ (“Company”) will provide the following services to the Clintonville Utilities (“Client”). This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Clintonville Utilities with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Regulations. Once this project has been approved and accepted by the Clintonville Utilities and HydroCorp, you may expect completion of the following elements within a 48 month period. The continued components of the project include:

1.1. Program Review and Program Start-up Meeting. Company will conduct a Program Startup Meeting, if requested, for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice, Compliance Notice, Non-Compliance Notices 1-2, and Penalty Notices
 - Testing Notices 1,2, and 3, if applicable
- Special Program Notices and Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.
- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools, educational and public awareness brochures

1.2. Inspections. Company will perform Non-Residential Interior initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Rules.

1.3. Inspection Schedule. Company shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Client Contract Manager. The initial check-in will include a list of inspections scheduled. An exit interview will include a list of completed inspections.

1.4. Program Data. Company will generate and document the required program data for the Facility Types listed in the Services using the Company’s Software Data Management Program. Program Data shall remain property of Client; however, Company’s Software Data Management program shall remain the property of Company. View only and report capabilities are granted to Client. Additional Services include:

- (a) Prioritize and schedule inspections
- (b) Notify users of inspections and backflow device installation/testing requirements, if applicable
 - i. If applicable, Qualified Wisconsin Backflow Preventer Testers will register via HydroCorp Managed Software and be verified for current credentials prior to online test forms being accepted. Credential shall be maintained in HydroCorp Software and updated by HydroCorp staff.
 - ii. All testers are required to register & process results online
 - iii. Company does not accept test forms via fax, mail, or email from testers, water customers, or client
- (c) Monitor inspection compliance using Company’s online software management program
- (d) Maintain the program to comply with all Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater regulations
- (e) Provide data management and program notices for all inspection and testing (if applicable) services throughout the term

1.5. Account Listing Information. Client shall provide the following information to Company during initial onboarding. Company will accept updates via standard account template no more often than once per month. **Any development work to enter facility listing in Company database will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.** Information to include:

- (a) Account Listing: Clintonville Utilities to provide accurate account listing of active non-residential water customers with and without known backflow preventer assemblies.
- (b) Account Listing Format: Account listing to be provided in Excel format only; Required Account Information: Service Name, Service Street Address, Service City, Service State, Service Zip, Mailing Name, Mailing Street Address, Mailing City, Mailing State, Mailing Zip.
- (c) Required Device Information: Last Test Date, size, make, model, and serial number (if applicable)
 - i. All previous test data must be provided in excel format. Company will not accept paper tests for upload.

1.6. Cross Connection Control Plan and Review of Cross-Connection Control Ordinance. Company will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of Client. Company will review or assist in the development of a cross-connection control ordinance.

1.7. Public Relations Program. Company will assist Client with a community-wide public relations program, including general awareness brochures and website cross-connection control program content. The utility/city will provide HydroCorp with an electronic copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only (300 dpi in either .eps, or other high-quality image format).

1.8. Support. Company will provide ongoing support via phone, website, or email for the Term.

1.9. Facility Types. The facility types included in the program are as follows: industrial; institutional; commercial; miscellaneous water users; and multifamily. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. Company typically allows a maximum of up to three (3) hours of inspection time per facility. An independent cross-connection control survey (at the business owner’s expense) may be required at these larger/complex facilities, and the results submitted to Client to help verify program compliance.

1.10. Inspection Terms. Company will perform a maximum of 292.00 inspections over the Term. The total inspections include all initial inspections, compliance, and re-inspections. Additional Inspections above the contract terms will be billed separately at a rate of \$160.07. Company Personnel will not enter confined spaces. *Vacant facilities that have been provided to Company, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*

1.11. Compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater . Company will assist in compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.

1.12. Inventory. Company shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number (if applicable).

1.13. Annual Year-End Review. Company will conduct an annual or year-end review meeting to discuss the overall program status and specific program recommendations.

1.14.

The above services will be provided for:

Year	Monthly Amount	Annual Amount
Year 1	\$930.99	\$11,171.92
Year 2	\$958.91	\$11,506.99
Year 3	\$987.69	\$11,852.28
Year 4	\$1,017.31	\$12,207.79
Contract Total	\$46,738.98	

Contract Amount is based upon a 48 Months term and shall renew in 12-month increments after term unless written cancellation by either party received at least 60 days prior to renewal. HydroCorp will invoice in Monthly Amounts. Pricing is valid for 90 days from the date of the proposal.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date of 5/1/2026.

Clintonville Utilities

HydroCorp



By:
Title:

By: Paul M. Patterson
Its: Senior Vice President

HYDROCORP, LLC
TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

1. **Applicability.** These terms and conditions (these “**Terms**”) are the only terms which govern the provision of the professional services (“**Services**”) by HydroCorp, LLC, a Michigan limited liability company (“**Company**”) to the customer named on the attached statement of work, order form, proposal, or purchase order (“**Client**”, and together with Company the “**Parties**” and each individually a “**Party**”). The attached statement of work, order form, proposal, or purchase order (the “**Proposal**”) and these Terms (collectively, this “**Agreement**”) comprise the entire agreement between the Parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. The Proposal is limited to and conditional upon Client’s acceptance of these Terms exclusively. Any additional or different terms proposed by Client, whether in the Proposal or otherwise, are unacceptable to Company, are expressly rejected by Company, and will not become a part of the Proposal.

2. **Performance of Services; Company Obligations.** Company shall provide to Client the Services described and in accordance with the terms and conditions set forth in this Agreement. Additional Services may be added only by executing a new Proposal. Company shall provide Client with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

3. **Client Obligations.** Client shall: (a) designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**Client Contract Manager**”), with such designation to remain in force unless and until a successor Client Contract Manager is appointed; (b) require that the Client Contract Manager respond promptly to any reasonable requests from Company for instructions, information, or approvals required by Company to provide the Services; (c) cooperate with Company in its performance of the Services and provide access to Client’s premises, employees, contractors, and equipment as required to enable Company to provide the Services; (d) take all steps necessary, including obtaining any required licenses or consents, to prevent Client-caused delays in Company’s provision of the Services; (e) comply with all responsibilities listed on the Proposal in connection with Company’s provision of the Services.

4. **Fees and Expenses.** In consideration of the provision of the Services by Company and the rights granted to Client under this Agreement, Client shall pay the fees set out in the applicable Proposal. Payment to Company of such fees and the reimbursement of expenses pursuant to this **Section 4** shall constitute payment in full for the performance of the Services. Unless otherwise provided in the applicable Proposal, all payments shall be due and payable within thirty (30) days of the date set forth on an invoice. Client shall reimburse Company for all reasonable expenses incurred in accordance with the Proposal if such expenses have been pre-approved, in writing by the Client Contract Manager, within thirty (30) days of receipt by Client of an invoice from Company accompanied by receipts and reasonable supporting documentation. Client shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Client hereunder; and to the extent Company is required to pay any such sales, use, excise, or other taxes or other duties or charges, Client shall reimburse Company in connection with its payment of fees and expenses as set forth in this **Section 4**. Notwithstanding the previous sentence, in no event shall Client pay or be responsible for any taxes imposed on, or regarding, Company’s income, revenues, gross receipts, personnel, or real or personal property or other assets.

5. **Intellectual Property; Ownership.**

(a) Except as set forth in **Section 5(c)**, Client is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables (as defined herein) upon full payment of any fees owed to Company, including all Intellectual Property Rights (as defined herein) therein. Company agrees, and will cause its employees or contractors (the “**Company Representatives**”) to agree, that with respect to any Deliverables that may qualify as “work made for hire” as defined in 17 U.S.C. § 101, such Deliverables are hereby deemed a “work made for hire” for Client. To the extent that any of the Deliverables do not constitute a “work made for hire”, Company hereby irrevocably assigns, and shall cause the Company Representatives to irrevocably assign to Client, in each case without additional consideration, all right, title, and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein. Company shall cause the Company Representatives to irrevocably waive, to the extent permitted by applicable law, any and all claims such Company Representatives may now or hereafter have in any jurisdiction to so-called “moral rights” or rights of droit moral with respect to the Deliverables. As used herein: (a) “**Deliverables**” mean all documents, work product, and other materials that are delivered to Client hereunder or prepared by or on behalf of Company in the course of performing the Services; and (b) “**Intellectual Property Rights**” means all (i) patents, patent disclosures, and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer programs), and rights in data and databases, (iv) trade secrets, know-how, and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

(b) Upon Client’s reasonable request, Company shall, and shall cause the Company Representatives to, promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist Client to prosecute, register, perfect, or record its rights in or to any Deliverables.

(c) Company and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials (as defined herein), including all Intellectual Property Rights therein. Company hereby grants Client a limited, irrevocable, perpetual, fully paid-up, royalty-free, non-transferable, non-sublicenseable, worldwide license to use, perform, display, execute, reproduce, distribute, transmit, modify (including to create derivative works), import, make, have made, sell, offer to sell, and otherwise exploit any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Deliverables solely to the extent reasonably required in connection with Client’s receipt or use of the Services and Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Company. As used herein, “**Pre-Existing Materials**” means all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Company in connection with performing the Services, in each case developed or acquired by Company prior to the commencement or independently of this Agreement.

(d) Client and its licensors are, and shall remain, the sole and exclusive owner of all right, title, and interest in and to the Client Materials (as defined herein), including all Intellectual Property Rights therein. Company shall have no right or license to use any Client Materials except solely during the Term to the extent necessary to provide the Services to Client. All other rights in and to the Client Materials are expressly reserved by Client. As used herein, “**Client Materials**” means any documents, data, know-how, methodologies, software, and other materials provided to Company by Client.

6. Access to Company's Software Data Management Program; Management Reports.

(a) Subject to the terms and conditions in this Section 6, Client may, at Client's option, elect to access and use Company's Software Data Management Program (the "**Software**") during the Term. Company will generate and document the required program data for the facility types listed in the Proposal using the Software. Any Client Materials inserted into the Software by or on behalf of Client, or any Deliverables produced as a result of the Software, shall remain property of Client; however, the Software shall remain the property of HydroCorp.

(b) Client agrees to not (i) copy, modify, or create derivative works of the Software, in whole or in part; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Software; (iii) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive the source code of the Software, in whole or in part; (iv) remove any proprietary notices from the Software; or (v) use the Software in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property rights of Company.

(c) Client acknowledges that, as between Client and Company, Company owns all right, title and interest, including all intellectual property rights in and to the Software and any derivative works thereof, including all changes, modification, improvements, updates, version, and new releases or any information or data generated by the Software.

(d) Company warrants as of the date of the Proposal, the Software is in functioning condition and is not delivered with viruses or malicious code. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, THE SOFTWARE IS PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ALL IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY MAKES NO WARRANTY (i) THAT CLIENT'S USE OF THE SOFTWARE WILL MEET CLIENT'S REQUIREMENTS, BE ACCURATE, OR BE ERROR FREE, (ii) THAT THE SOFTWARE WILL BE AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; (iii) THAT ANY DEFECTS OR ERRORS WILL BE CORRECTED; (iv) THAT CLIENT MAY RELY ON THE SOFTWARE FOR COMPLIANCE WITH ANY STATUTORY OR REGULATORY REQUIREMENTS AND/OR REPORTING OBLIGATIONS; OR (v) THAT THE SOFTWARE WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION.

(e) Comprehensive management reports in electronic, downloadable format on a, as applicable to Client, monthly, quarterly, and/or annual basis shall be available for access by Client. Reports to include the following information: (i) name, location, and date of inspections; (ii) number of facilities inspected/surveyed; and (iii) number of facilities compliant/non-compliant.

7. Confidentiality. From time to time during the Term, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party, whether disclosed in writing or orally, and whether or not labeled as "confidential" ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 7; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source that was not legally or contractually restricted from disclosing such information; (c) the Receiving Party establishes by documentary evidence, was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) the Receiving Party establishes by documentary evidence, was or is independently developed by Receiving Party or its personnel without using any of the Disclosing Party's Confidential Information. The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential

Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Representatives (as hereinafter defined) who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement. If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide: (A) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and (B) reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after providing such notice and assistance as required herein, the Receiving Party remains required by applicable law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment. As used herein, "**Representatives**" mean a Party's affiliates and each of their respective employees, agents, contractors, subcontractors, officers, directors, partners, shareholders, attorneys, third-party advisors, successors and permitted assigns.

8. Indemnification. Client shall defend, indemnify, and hold harmless Company and its affiliates and its and their respective members, managers, officers, directors, employees, agents, successors, and permitted assigns from and against all Losses (as defined herein) arising out of or resulting from any third-party claim arising out of or resulting from: (a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Client; or (b) Client's breach of any representation, warranty, or obligation of Client in this Agreement. As used herein, "**Losses**" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

9. Representations and Warranties. Each Party represents and warrants to the other Party that: (a) if an entity, it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering, or, if a municipal agency, it has the authority under the laws of its state of jurisdiction; (b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the Party; and (d) when executed and delivered by such Party, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms.

10. Limited Warranty.

(a) Company warrants that it shall perform the Services: (i) in accordance with the terms and subject to the conditions set out in the respective Proposal and this Agreement; (ii) using personnel of industry standard skill, experience, and qualifications; and (iii) in a timely,

workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

(b) Company's sole and exclusive liability and Client's sole and exclusive remedy for breach of this warranty shall be as follows:

i. Company shall use commercially reasonable efforts to promptly cure any such breach; provided, that if Company cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Client's written notice of such breach, Client may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 12.

ii. In the event the Agreement is terminated pursuant to Section 10(b)(i) above, Company shall within thirty (30) days after the effective date of termination, refund to Client any fees paid by Client as of the date of termination for the Service or Deliverables, less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a pro-rated basis.

iii. The foregoing remedy shall not be available unless Client provides written notice of such breach within thirty (30) days after delivery of such Service or Deliverable to Client.

iv. COMPANY MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 10(a) ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

11. Limitation of Liability. IN NO EVENT SHALL COMPANY BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL COMPANY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY PURSUANT TO THE APPLICABLE PROPOSAL GIVING RISE TO THE CLAIM.

12. Term and Termination. This Agreement shall commence on the effective date of the Proposal and shall continue thereafter (a) for the term set forth in the Proposal or (b) if the term is silent, until the Services are completed by Company, unless, in either case, earlier terminated by either Party as set forth herein (the "**Term**"). Upon commencement of each Proposal, Client acknowledges and agrees that the fees owed by Client to Company shall be subject to an annual increase equal to the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982-1984=100 reference base, as of such annual fee increase date, or 4%, whichever is greater. Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party: (i) breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach; (ii) becomes insolvent or admits its inability to pay its debts generally as they become due; (iii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven (7) business days or is not dismissed or vacated within forty-five (45) days after filing; (iv) is dissolved or liquidated or takes any corporate action for such purpose; (v) makes a general assignment for the benefit of creditors; or (vi) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business. Termination of this Agreement will not automatically terminate any outstanding Proposal, and the applicable

Proposal shall continue in full force and effect until (A) completion of the Services set forth in the applicable outstanding Proposal (B) termination of the applicable Proposal pursuant to additional terms set forth therein, or (C) termination of the Proposal by the non-Defaulting Party.

13. Insurance.

(a) During the term of this Agreement, Client shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability on an all-risk basis and including extended coverage for matters set forth in this Agreement with financially sound and reputable insurers. Upon Company's request, Client shall provide Company with a certificate of insurance from Client's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Company as an additional insured. Client shall provide Company with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy. Except where prohibited by law, Client shall require its insurer to waive all rights of subrogation against Company's insurers and Company.

(b) During the term of this Agreement, Company shall, at its own expense, maintain and carry the following types of insurance: (i) Comprehensive General Liability with limits no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; (ii) Excess Umbrella Liability with limits no less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate; (iii) Automobile Liability with limits no less than one million dollars (\$1,000,000), combined single limit; (iv) Worker's Compensation with limits no less than one million dollars (\$1,000,000) per occurrence; and (v) Errors and Omissions Liability with limits no less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate. Upon Client's request, Company shall provide Client with a certificate of insurance from Company's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance for the Comprehensive General Liability policy shall name Client as an additional insured. Company shall provide Client with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy.

14. Entire Agreement. This Agreement, including and together with any related Proposals, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

15. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "**Notice**") must be in writing and addressed to the other Party at its address set forth on the Proposal (or to such other address that the receiving Party may designate from time to time in accordance with this Section 15). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 15.

16. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

17. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and

signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. Assignment; Successors and Assigns. Client shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Company. Any purported assignment or delegation in violation of this Section 18 shall be null and void. No assignment or delegation shall relieve Client of any of its obligations under this Agreement. Company may assign any of its rights or delegate any of its obligations to any affiliate or to any person acquiring all or substantially all of Company's assets without Client's consent. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the Parties is that of independent contractors. The details of the method and manner for performance of the Services by Company be under its own control, Client being interested only in the results thereof. Company shall be solely responsible for supervising, controlling, and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give Client the right to instruct, supervise, control, or direct the details and manner of the completion of the Services. The Services must meet Client's final approval and shall be subject to Client's general right of inspection throughout the performance of the Services and to secure satisfactory final completion. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents including all exhibits attached hereto and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State in which Client's principal place of business is located, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State in which Client's principal place of business is located.

22. Waiver of Jury Trial. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS, OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

23. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of Client to make payments to Company hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("**Impacted Party**") reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, pandemics, epidemics, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages, or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; and (i) other similar events beyond the reasonable control of the Impacted Party. The Impacted Party shall give notice within ten (10) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of fifteen (15) days following written notice given by it under this Section 23, the other Party may thereafter terminate this Agreement upon fifteen (15) days' written notice.

24. Publicity. Unless the a Party provides the other Party with written notice to the contrary or of any reasonable restrictions or requirements, such Party acknowledges and agrees that the other Party shall have the right to use such Party's name, likeness, and logos in any digital, online, and printed publicity or marketing materials prepared by the other Party and in presentations to current or prospective clients and others.

Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 110,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 550 communities in Michigan, Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

RENEWAL SERVICE AGREEMENT

DEVELOPED FOR

Dave Tichinel
Clintonville Utilities

50 10th Street
Clintonville, WI, 54929

3/2/2026

PROTECTING PEOPLE, WATER, & CRITICAL PIPING INFRASTRUCTURE

For more than four decades, HydroCorp has been dedicated to advancing drinking water safety, compliance, and sustainability nationwide. Specializing in cross-connection control, backflow prevention, and detailed piping system schematics, HydroCorp integrates technology with deep industry expertise to streamline on-site activities, customer service, and data management.

OUR SERVICES



Cross-Connection Control Programs



Backflow Preventer Test Tracking



Water Meter Replacement & Testing



Piping Schematics




Water Quality Management & Sampling



Corporate Office

5700 Crooks Road, Suite 100
Troy, MI 48098

844-493-7646

 info@hydrocorpinc.com

 hydrocorpinc.com



SCOPE OF WORK.....3-4

PROFESSIONAL SERVICE AGREEMENT.....5-9

APPENDIX - QUALIFICATIONS.....10

Statement of Work

HydroCorp™ (“Company”) will provide the following services to the Clintonville Utilities (“Client”). This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Clintonville Utilities with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Regulations. Once this project has been approved and accepted by the Clintonville Utilities and HydroCorp, you may expect completion of the following elements within a 48 month period. The components of the project include:

1.1. Program Review and Program Start-up Meeting. Company will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice, Compliance Notice, Non-Compliance Notices 1-2, and Penalty Notices
 - Testing Notices 1,2, and 3, if applicable
- Special Program Notices and Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Residential Homes)
- Review/establish procedure for vacant facilities.
- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools, educational and public awareness brochures

1.2. Inspections. Company will perform Residential Interior initial inspections, compliance inspections, and re-inspections at individual residential homes within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater Cross Connection Control Rules.

1.3. Inspection Schedule. Company shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Client Contract Manager. The initial check-in will include a list of inspections scheduled. An exit interview will include a list of completed inspections.

1.4. Program Data. Company will generate and document the required program data for the Facility Types listed in the Services using the Company’s Software Data Management Program. Program Data shall remain property of Client; however, Company’s Software Data Management program shall remain the property of Company. View only and report capabilities are granted to Client. Additional Services include:

- (a) Prioritize and schedule inspections
- (b) Notify users of inspections and backflow device installation/testing requirements, if applicable
 - i. If applicable, Qualified Wisconsin Backflow Preventer Testers will register via HydroCorp Managed Software and be verified for current credentials prior to online test forms being accepted. Credential shall be maintained in HydroCorp Software and updated by HydroCorp staff.
 - ii. All testers are required to register & process results online
 - iii. Company does not accept test forms via fax, mail, or email from testers, water customers, or client
- (c) Monitor inspection compliance using Company’s online software management program
- (d) Maintain the program to comply with all Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater regulations
- (e) Provide data management and program notices for all inspection and testing (if applicable) services throughout the term

1.5. Account Listing Information. Client shall provide the following information to Company during initial onboarding. Company will accept updates via standard account template no more often than once per month. Information to include: ***Any development work to enter facility listing in Company database will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.***

- (a) Account Listing: Clintonville Utilities to provide accurate account listing of active residential water customers with and without known backflow preventer assemblies.
- (b) Account Listing Format: Account listing to be provided in Excel format only; Required Account Information: Service Name, Service Street Address, Service City, Service State, Service Zip, Mailing Name, Mailing Street Address, Mailing City, Mailing State, Mailing Zip.
- (c) Required Device Information: Last Test Date, size, make, model, and serial number (if applicable)
 - i. All previous test data must be provided in excel format. Company will not accept paper tests for upload.

1.6. Cross Connection Control Plan and Review of Cross-Connection Control Ordinance. Company will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of Client. Company will review or assist in the development of a cross-connection control ordinance.

1.7. Public Relations Program. Company will assist Client with a community-wide public relations program, including general awareness brochures and website cross-connection control program content. The utility/city will provide HydroCorp with an electronic copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only (300 dpi in either .eps, or other high-quality image format).

1.8. Support. Company will provide ongoing support via phone, website, or email for the Term.

1.9. Facility Types. The facility types included in the program are as follows: residential

1.10. Inspection Terms. Company will perform a maximum of 540.00 inspections over the Term. The total inspections include all initial inspections, compliance, and re-inspections. Additional Inspections above the contract terms will be billed separately at a rate of \$75.75. Company Personnel will not enter confined spaces. *Vacant facilities that have been provided to Company, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*

1.11. Compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater . Company will assist in compliance with Wisconsin Department of Natural Resources, Bureau of Drinking Water and Groundwater cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.

1.12. Inventory. Company shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number (if applicable).

1.13. Annual Year-End Review. Company will conduct an annual or year-end review meeting to discuss the overall program status and specific program recommendations.

1.14.

The above services will be provided for:

Year	Monthly Amount	Annual Amount
Year 1	\$814.72	\$9,776.70
Year 2	\$839.13	\$10,069.65
Year 3	\$864.33	\$10,372.05
Year 4	\$890.32	\$10,683.90
Contract Total		\$40,902.30

Contract Amount is based upon a 48 Months term and shall renew in 12-month increments after term unless written cancellation by either party received at least 60 days prior to renewal. HydroCorp will invoice in Monthly Amounts. Pricing is valid for 90 days from the date of the proposal.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date of 5/1/2026.

Clintonville Utilities

HydroCorp



By:
Title:

By: Paul M. Patterson
Its: Senior Vice President

HYDROCORP, LLC
TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

1. Applicability. These terms and conditions (these “**Terms**”) are the only terms which govern the provision of the professional services (“**Services**”) by HydroCorp, LLC, a Michigan limited liability company (“**Company**”) to the customer named on the attached statement of work, order form, proposal, or purchase order (“**Client**”, and together with Company the “**Parties**” and each individually a “**Party**”). The attached statement of work, order form, proposal, or purchase order (the “**Proposal**”) and these Terms (collectively, this “**Agreement**”) comprise the entire agreement between the Parties, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. The Proposal is limited to and conditional upon Client’s acceptance of these Terms exclusively. Any additional or different terms proposed by Client, whether in the Proposal or otherwise, are unacceptable to Company, are expressly rejected by Company, and will not become a part of the Proposal.

2. Performance of Services; Company Obligations. Company shall provide to Client the Services described and in accordance with the terms and conditions set forth in this Agreement. Additional Services may be added only by executing a new Proposal. Company shall provide Client with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

3. Client Obligations. Client shall: (a) designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**Client Contract Manager**”), with such designation to remain in force unless and until a successor Client Contract Manager is appointed; (b) require that the Client Contract Manager respond promptly to any reasonable requests from Company for instructions, information, or approvals required by Company to provide the Services; (c) cooperate with Company in its performance of the Services and provide access to Client’s premises, employees, contractors, and equipment as required to enable Company to provide the Services; (d) take all steps necessary, including obtaining any required licenses or consents, to prevent Client-caused delays in Company’s provision of the Services; (e) comply with all responsibilities listed on the Proposal in connection with Company’s provision of the Services.

4. Fees and Expenses. In consideration of the provision of the Services by Company and the rights granted to Client under this Agreement, Client shall pay the fees set out in the applicable Proposal. Payment to Company of such fees and the reimbursement of expenses pursuant to this Section 4 shall constitute payment in full for the performance of the Services. Unless otherwise provided in the applicable Proposal, all payments shall be due and payable within thirty (30) days of the date set forth on an invoice. Client shall reimburse Company for all reasonable expenses incurred in accordance with the Proposal if such expenses have been pre-approved, in writing by the Client Contract Manager, within thirty (30) days of receipt by Client of an invoice from Company accompanied by receipts and reasonable supporting documentation. Client shall be responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity on any amounts payable by Client hereunder; and to the extent Company is required to pay any such sales, use, excise, or other taxes or other duties or charges, Client shall reimburse Company in connection with its payment of fees and expenses as set forth in this Section 4. Notwithstanding the previous sentence, in no event shall Client pay or be responsible for any taxes imposed on, or regarding, Company’s income, revenues, gross receipts, personnel, or real or personal property or other assets.

5. Intellectual Property; Ownership.

(a) Except as set forth in Section 5(c), Client is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables (as defined herein) upon full payment of any fees owed to Company, including all Intellectual Property Rights (as defined herein) therein. Company agrees, and will cause its employees or contractors (the “**Company Representatives**”) to agree, that with respect to any Deliverables that may qualify as “work made for hire” as defined in 17 U.S.C. § 101, such Deliverables are hereby deemed a “work made for hire” for Client. To the extent that any of the Deliverables do not constitute a “work made for hire”, Company hereby irrevocably assigns, and shall cause the Company Representatives to irrevocably assign to Client, in each case without additional consideration, all right, title, and interest throughout the world in and to the Deliverables, including all Intellectual Property Rights therein. Company shall cause the Company Representatives to irrevocably waive, to the extent permitted by applicable law, any and all claims such Company Representatives may now or hereafter have in any jurisdiction to so-called “moral rights” or rights of droit moral with respect to the Deliverables. As used herein: (a) “**Deliverables**” mean all documents, work product, and other materials that are delivered to Client hereunder or prepared by or on behalf of Company in the course of performing the Services; and (b) “**Intellectual Property Rights**” means all (i) patents, patent disclosures, and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer programs), and rights in data and databases, (iv) trade secrets, know-how, and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

(b) Upon Client’s reasonable request, Company shall, and shall cause the Company Representatives to, promptly take such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist Client to prosecute, register, perfect, or record its rights in or to any Deliverables.

(c) Company and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials (as defined herein), including all Intellectual Property Rights therein. Company hereby grants Client a limited, irrevocable, perpetual, fully paid-up, royalty-free, non-transferable, non-sublicenseable, worldwide license to use, perform, display, execute, reproduce, distribute, transmit, modify (including to create derivative works), import, make, have made, sell, offer to sell, and otherwise exploit any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Deliverables solely to the extent reasonably required in connection with Client’s receipt or use of the Services and Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Company. As used herein, “**Pre-Existing Materials**” means all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Company in connection with performing the Services, in each case developed or acquired by Company prior to the commencement or independently of this Agreement.

(d) Client and its licensors are, and shall remain, the sole and exclusive owner of all right, title, and interest in and to the Client Materials (as defined herein), including all Intellectual Property Rights therein. Company shall have no right or license to use any Client Materials except solely during the Term to the extent necessary to provide the Services to Client. All other rights in and to the Client Materials are expressly reserved by Client. As used herein, “**Client Materials**” means any documents, data, know-how, methodologies, software, and other materials provided to Company by Client.

6. Access to Company's Software Data Management Program; Management Reports.

(a) Subject to the terms and conditions in this Section 6, Client may, at Client's option, elect to access and use Company's Software Data Management Program (the "**Software**") during the Term. Company will generate and document the required program data for the facility types listed in the Proposal using the Software. Any Client Materials inserted into the Software by or on behalf of Client, or any Deliverables produced as a result of the Software, shall remain property of Client; however, the Software shall remain the property of HydroCorp.

(b) Client agrees to not (i) copy, modify, or create derivative works of the Software, in whole or in part; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Software; (iii) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive the source code of the Software, in whole or in part; (iv) remove any proprietary notices from the Software; or (v) use the Software in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property rights of Company.

(c) Client acknowledges that, as between Client and Company, Company owns all right, title and interest, including all intellectual property rights in and to the Software and any derivative works thereof, including all changes, modification, improvements, updates, version, and new releases or any information or data generated by the Software.

(d) Company warrants as of the date of the Proposal, the Software is in functioning condition and is not delivered with viruses or malicious code. EXCEPT FOR THE WARRANTY SET FORTH ABOVE, THE SOFTWARE IS PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ALL IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY MAKES NO WARRANTY (i) THAT CLIENT'S USE OF THE SOFTWARE WILL MEET CLIENT'S REQUIREMENTS, BE ACCURATE, OR BE ERROR FREE, (ii) THAT THE SOFTWARE WILL BE AVAILABLE AT ANY PARTICULAR TIME OR LOCATION; (iii) THAT ANY DEFECTS OR ERRORS WILL BE CORRECTED; (iv) THAT CLIENT MAY RELY ON THE SOFTWARE FOR COMPLIANCE WITH ANY STATUTORY OR REGULATORY REQUIREMENTS AND/OR REPORTING OBLIGATIONS; OR (v) THAT THE SOFTWARE WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION.

(e) Comprehensive management reports in electronic, downloadable format on a, as applicable to Client, monthly, quarterly, and/or annual basis shall be available for access by Client. Reports to include the following information: (i) name, location, and date of inspections; (ii) number of facilities inspected/surveyed; and (iii) number of facilities compliant/non-compliant.

7. Confidentiality. From time to time during the Term, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party, whether disclosed in writing or orally, and whether or not labeled as "confidential" ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 7; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source that was not legally or contractually restricted from disclosing such information; (c) the Receiving Party establishes by documentary evidence, was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) the Receiving Party establishes by documentary evidence, was or is independently developed by Receiving Party or its personnel without using any of the Disclosing Party's Confidential Information. The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential

Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Representatives (as hereinafter defined) who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement. If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide: (A) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and (B) reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after providing such notice and assistance as required herein, the Receiving Party remains required by applicable law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment. As used herein, "**Representatives**" mean a Party's affiliates and each of their respective employees, agents, contractors, subcontractors, officers, directors, partners, shareholders, attorneys, third-party advisors, successors and permitted assigns.

8. Indemnification. Client shall defend, indemnify, and hold harmless Company and its affiliates and its and their respective members, managers, officers, directors, employees, agents, successors, and permitted assigns from and against all Losses (as defined herein) arising out of or resulting from any third-party claim arising out of or resulting from: (a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Client; or (b) Client's breach of any representation, warranty, or obligation of Client in this Agreement. As used herein, "**Losses**" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

9. Representations and Warranties. Each Party represents and warrants to the other Party that: (a) if an entity, it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering, or, if a municipal agency, it has the authority under the laws of its state of jurisdiction; (b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the Party; and (d) when executed and delivered by such Party, this Agreement will constitute the legal, valid, and binding obligation of such Party, enforceable against such Party in accordance with its terms.

10. Limited Warranty.

(a) Company warrants that it shall perform the Services: (i) in accordance with the terms and subject to the conditions set out in the respective Proposal and this Agreement; (ii) using personnel of industry standard skill, experience, and qualifications; and (iii) in a timely,

workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

(b) Company's sole and exclusive liability and Client's sole and exclusive remedy for breach of this warranty shall be as follows:

i. Company shall use commercially reasonable efforts to promptly cure any such breach; provided, that if Company cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Client's written notice of such breach, Client may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 12.

ii. In the event the Agreement is terminated pursuant to Section 10(b)(i) above, Company shall within thirty (30) days after the effective date of termination, refund to Client any fees paid by Client as of the date of termination for the Service or Deliverables, less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a pro-rated basis.

iii. The foregoing remedy shall not be available unless Client provides written notice of such breach within thirty (30) days after delivery of such Service or Deliverable to Client.

iv. COMPANY MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 10(a) ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

11. Limitation of Liability. IN NO EVENT SHALL COMPANY BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL COMPANY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID TO COMPANY PURSUANT TO THE APPLICABLE PROPOSAL GIVING RISE TO THE CLAIM.

12. Term and Termination. This Agreement shall commence on the effective date of the Proposal and shall continue thereafter (a) for the term set forth in the Proposal or (b) if the term is silent, until the Services are completed by Company, unless, in either case, earlier terminated by either Party as set forth herein (the "**Term**"). Upon commencement of each Proposal, Client acknowledges and agrees that the fees owed by Client to Company shall be subject to an annual increase equal to the Consumer Price Index for All Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982-1984=100 reference base, as of such annual fee increase date, or 4%, whichever is greater. Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party: (i) breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach; (ii) becomes insolvent or admits its inability to pay its debts generally as they become due; (iii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven (7) business days or is not dismissed or vacated within forty-five (45) days after filing; (iv) is dissolved or liquidated or takes any corporate action for such purpose; (v) makes a general assignment for the benefit of creditors; or (vi) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business. Termination of this Agreement will not automatically terminate any outstanding Proposal, and the applicable

Proposal shall continue in full force and effect until (A) completion of the Services set forth in the applicable outstanding Proposal (B) termination of the applicable Proposal pursuant to additional terms set forth therein, or (C) termination of the Proposal by the non-Defaulting Party.

13. Insurance.

(a) During the term of this Agreement, Client shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability on an all-risk basis and including extended coverage for matters set forth in this Agreement with financially sound and reputable insurers. Upon Company's request, Client shall provide Company with a certificate of insurance from Client's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Company as an additional insured. Client shall provide Company with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy. Except where prohibited by law, Client shall require its insurer to waive all rights of subrogation against Company's insurers and Company.

(b) During the term of this Agreement, Company shall, at its own expense, maintain and carry the following types of insurance: (i) Comprehensive General Liability with limits no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; (ii) Excess Umbrella Liability with limits no less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate; (iii) Automobile Liability with limits no less than one million dollars (\$1,000,000), combined single limit; (iv) Worker's Compensation with limits no less than one million dollars (\$1,000,000) per occurrence; and (v) Errors and Omissions Liability with limits no less than two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate. Upon Client's request, Company shall provide Client with a certificate of insurance from Company's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance for the Comprehensive General Liability policy shall name Client as an additional insured. Company shall provide Client with thirty (30) days' advance written notice in the event of a cancellation or material change in Client's insurance policy.

14. Entire Agreement. This Agreement, including and together with any related Proposals, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, regarding such subject matter.

15. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "**Notice**") must be in writing and addressed to the other Party at its address set forth on the Proposal (or to such other address that the receiving Party may designate from time to time in accordance with this Section 15). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 15.

16. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

17. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and

signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

18. Assignment; Successors and Assigns. Client shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Company. Any purported assignment or delegation in violation of this Section 18 shall be null and void. No assignment or delegation shall relieve Client of any of its obligations under this Agreement. Company may assign any of its rights or delegate any of its obligations to any affiliate or to any person acquiring all or substantially all of Company's assets without Client's consent. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the Parties is that of independent contractors. The details of the method and manner for performance of the Services by Company be under its own control, Client being interested only in the results thereof. Company shall be solely responsible for supervising, controlling, and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give Client the right to instruct, supervise, control, or direct the details and manner of the completion of the Services. The Services must meet Client's final approval and shall be subject to Client's general right of inspection throughout the performance of the Services and to secure satisfactory final completion. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents including all exhibits attached hereto and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State in which Client's principal place of business is located, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State in which Client's principal place of business is located.

22. Waiver of Jury Trial. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS, OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

23. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of Client to make payments to Company hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("**Impacted Party**") reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, pandemics, epidemics, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages, or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; and (i) other similar events beyond the reasonable control of the Impacted Party. The Impacted Party shall give notice within ten (10) days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of fifteen (15) days following written notice given by it under this Section 23, the other Party may thereafter terminate this Agreement upon fifteen (15) days' written notice.

24. Publicity. Unless the a Party provides the other Party with written notice to the contrary or of any reasonable restrictions or requirements, such Party acknowledges and agrees that the other Party shall have the right to use such Party's name, likeness, and logos in any digital, online, and printed publicity or marketing materials prepared by the other Party and in presentations to current or prospective clients and others.

Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 110,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 550 communities in Michigan, Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

JOB DESCRIPTION QUESTIONNAIRE

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are a regular and ongoing part of the job, under typical conditions, and not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Assistant Manager	Employer Name	City of Clintonville
Job Title	Assistant Manager	Work Location	55 E. 12 th Street
Department	Electric, Water, Wastewater	Division	Electric, Water, Wastewater
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	
Supervisor Name	David Tichinel	Supervisor Title	Utilities Manager

SECTION 2	JOB SUMMARY/PURPOSE
	<p>What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?</p>
	<p>This employee would Assist the Manager of the three utilities in learning the Manager position for the utilities with responsibilities including staffing, planning, and coordinating the operation, maintenance, and repair of the utilities. Knowledge of codification of invoices, and coordinating job activities of the utilities. They would need knowledge of State and Federal regulations, work with the Manager, and finance director to create and maintain yearly budgets and payroll. They would need to attend utility conferences (i.e Great lakes Utilities and Badger Power), as well as conferences on the Water and Wastewater side to obtain knowledge of those systems and keep up with codes and regulation changes. Attend monthly Committee, finance, and council meetings as requested.</p>

SECTION 3

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.

Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.

Category (Area of Responsibility):	Safety/Training	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Coordinate safety meetings, attend conferences and classes, Yearly updates to our Emergency Response Plans, written safety plans, and security assessments plan. Incident reporting and investigations.		
Category (Area of Responsibility):	Managerial Work / Calendar Management	% of Annual Total Time Spent on Category:	20%
Duties within Category:	Completing bi-weekly payroll, employees' vacation, comp, and sick time approval and tracking. Obtaining PO's. Coding of invoices. Planning work and tasks per department / public needs. Policy and procedural development for day to day operations.		
Category (Area of Responsibility):	Construction	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Work with engineers on planning of road projects, buildings, and general plant upgrades or new construction, Knowledge of reading blue prints and set elevations, and complete observations in house as time allowed. Knowledge of oversee pay request and tracking for projects.		
Category (Area of Responsibility):	Political Work / Public Relations	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Would need to be a back-up representative as a board member for Great Lakes Utility (GLU) who we purchase our power, attend Badger meetings that Clintonville and Shawano combine to make up to purchase power to get better pricing. Attend the utility, finance, and Common Council meetings monthly for approval on financial items. Working with the public to ensure demands are met.		
Category (Area of Responsibility):	Employee Onboarding / Recruitment	% of Annual Total Time Spent on Category:	5%
Duties within Category:	Assist the Manager in Hiring / firing of department staff, utilizing resources to ensure the Utility has the best employees.		
Category (Area of Responsibility):	Budgets and CIPs	% of Annual Total Time Spent on Category:	15%

Responsibility):			
Duties within Category:	Assist in Creating and maintaining annual budgeting. Managing the budget to ensure the Utility continues to move forward to plan for the immediate and distant future (8 year CIP plan). Working with department leads to develop continuous improvement plans.		
Category (Area of Responsibility):	State and Federal reports	% of Annual Total Time Spent on Category:	10%
Duties within Category:	Assist in Developing required annual Public Service Commission (PSC) reporting and auditing. Required DNR reporting for Water and DNR Compliance Maintenance Annual Report (CMAR) for Wastewater. Annual DNR Consumer Confidence Report (CCR) for Water. Environmental Protection Agency (EPA) sampling and reporting. Department of Safety & Professional Services (DSPS) reporting and auditing processes (as needed).		
Category (Area of Responsibility):	Electric Lineman	% of Annual Total Time Spent on Category:	20%
Duties within Category:	Journeyman Lineman duties and helping in the field while training on Managers duties.		
Category (Area of Responsibility):		% of Annual Total Time Spent on Category:	%
Duties within Category:			
Category (Area of Responsibility):		% of Annual Total Time Spent on Category:	%
Duties within Category:			

SECTION 4	TOOLS, SOFTWARE, & TECHNOLOGY
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Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.

- MS Office (Word, Excel, PowerPoint, Outlook)
- Mi-Pay (Payroll)
- Mi-View Point (Invoicing)
- Casselle (Utility accounting / tracking / billing / meters)
- ARC GIS (Geographic Information System) (mapping for distribution system)
- SCADA (Supervisory Control and Data Acquisition) (Utilities alarm system)

Logmein program to see our Scada system by phones

Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).

- ARC GIS mapping system
- SCADA (supervisory control and data acquisition) monitor and control equipment, adjust parameters, trend and record operational data
- Copier, scanner, phones, personal computer, tablet, smart phone, calculator, etc.
- Hand tools like wrenches, punches, hammers, screw and nut drivers, rulers, saws, files, pry bars, pliers, pullers, vice grips, side cutter, wire strippers, wire crimper, hose swaging tool, etc.
- Bench vice and grinder
- Portable power tools like saws, angle grinder, impact wrenches, drills, etc.
- Hand held 4 gas monitors for hazardous environments
- Confined space entry equipment like harnesses, winch, man-rated davit system, ventilator etc.
- Metal Detector
- LD12, and Loggers for Leak Locator

Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc.

- CDL License
- Normal Duty pickup truck
- Dump trucks
- Skid steer with forks and bucket attachments
- Portable generator for powering pumping stations in emergency
- Lawn mowers and snow blowers / rotary broom

SECTION 5

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Job Title(s) of Collaborators and/or Who Reviews
Budgets	Prioritize needed items	Assistant Manager, Manager, and Finance Director

Customer complains	Talk with them right away, investigate, don't avoid them. Get educated answers. Not always like the outcome. Or please everyone	Assistant Manager, Manager, Administrator, possibly common council
Wages and retention	Attempt to hire local candidates that are invested in the city, we gave more time off, offer comp time	Assistant Manager, Manager, Administrator, possibly common council
Vendors	Attending legislative rallies to gain support for supplies and equipment	Assistant Manager, Manager
Managing	Assistance in Managing 12 individuals without micro-managing. Taking enough time for each person to obtain ideas to make best decisions	Assistant Manager, Manager

SECTION 6	WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS
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Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction (What Was Going On?)	Why Was It Necessary?
Manager	Keep informed of operations, Approval of purchasing, Budgets, CIP Keep informed of operations	Great Communication is key about what is happening in the city and public to better answer questions that arise.
Administrator	Keep informed of operations, Approval of purchasing, Budgets, CIP Keep informed of operations	In case she gets questions from aldermen or the public, and we work together for solutions to problems
Utility Committee Members	Keep informed of operations, Approval of purchasing, Budgets, CIP	They are the decision Makers, good communications with the departments They are the decision Makers
Finance and Common Council Members	Keep informed of operations, Approval of purchasing, Budgets, CIP	They are the decision Makers, good communications with the departments
All Line Staff	Work with them to get as much information to make the best decisions, day to day operations	Keep open communications about what is going on with staff and operational needs

SECTION 7	SUPERVISION / MANAGEMENT
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Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a “yes” response if the primary recommendation comes from this position and give a “provides input” response if the recommendation is handled through the “chain of command” in a department.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees		X	

Evaluate Performance Of Others	X		
Provide Written / Verbal Warnings	X		
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others	X		
Formal Project Management	X		
Provide Work Direction For Others	X		
Counsel Employees (e.g. Guiding/Coaching/Mentoring)	X		
Developing Training/Development Plans for Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approving/Assigning Overtime	X		
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		X
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X		n/a
Job Title	# of FTEs		
Wastewater Foreman	1		
Water Foreman	1		
Electric Foreman	1		
Department Staff	9		

SECTION 8	PHYSICAL REQUIREMENTS / WORK ENVIRONMENT
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Please indicate the amount of time typically spent in the following categories throughout the course of a year. Although an explanation is invited for each element, we ask that you provide a brief explanation of those elements marked with an * in the space provided.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Low Frequency	Moderate Frequency	High Frequency
Carrying / Lifting 10 - 25 Pounds		X		

Carrying / Lifting 25 - 50 Pounds		X		
Carrying / Lifting > 50 Pounds *		X		
Sitting				X
Standing / Walking / Climbing				X
Specific Vision, Hearing, Taste, or Smell Requirements *			X	
Squatting / Crouching / Kneeling / Bending		X		
Repetitive Hand/Foot Movement *				
Pushing / Pulling / Reaching Above Shoulder				
Work Environment	N/A	Low Frequency	Moderate Frequency	High Frequency
Indoor/Office Work Environment				X
Outdoor Weather Conditions				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) *			X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) *			X	
Irritated or Agitated Individuals *		X		
Hostile or Violent Individuals *		X		
Hazardous Fumes / Odors / Toxic Chemicals *		X		
Electrical Hazards *				X
Confined Spaces (as identified by OSHA) *			X	
Close Proximity to Moving Machinery / Equipment *			X	
Bodily Fluids / Communicable Diseases *		X		
Work-Related Travel			X	
Working Alongside Moving Traffic on Roads			X	
Provide Any Additional Information Regarding the Physical Requirements or Work Environment (e.g. description of required vision, hearing, taste, smell; type of work travel; etc.):				

SECTION 9	ADDITIONAL EMPLOYEE COMMENTS
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Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

As Assistant Manager of three utilities, I will have to train on future budgeting, and rely on my manager to help me gain knowledge on projects and replacements in the future. I will also be working to learn vendors and engineers on projects for pricing to help protect utility financing. I know I will have to be able to handle stress and to work under pressure, and keep my composure. It would be my job to ensure CU provides Safe Reliable services to its customers. Maintaining a safe work environment is key to this task. It's my job along with the Utility Manager to look ahead to the future and see what will need to be upgraded, repaired or replaced. Maintaining inventory levels, Updating GSI Mapping, Maintaining Records on Substations, Water and Wastewater systems, and equipment, generating bills for projects, coding invoices for the departments, maintaining proper daily staffing levels for the departments.

To BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 10 **SUPERVISOR INFORMATION**

Supervisor Name	David Tichinel	Supervisor Title	Manager
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SECTION 11 **EDUCATION REQUIRED FOR HIRE**

	Level of Education REQUIRED (Select one with an "X")	Field(s) of Study (e.g. Degrees/Concentrations)
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (<i>Juris Doctor, Medicine, etc.</i>)	
	PhD w/ Dissertation	
	Other:	X

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Leadership classes
 CPR/AED/First Aid certified
 Confined space entry

SECTION 12 **TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Supervisory experience

SECTION 13

CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Commercial Driver's License	Within 6 months of hire		X
Driver's license		X	

Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

SECTION 14

SUPERVISOR'S CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Correction / Addition

SECTION 15

ADDITIONAL SUPERVISOR COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

Empty rectangular box at the top of the page.

COTTINGHAM & BUTLER
Total Rewards
Consulting

March 16, 2026

MEMORANDUM

TO: Caz Muske, City Administrator, City of Clintonville

FR: Ashley McCluskey, Compensation Analyst, Total Rewards Consulting

RE: Classification Review: Assistant Utility Manager

A classification review has been requested for a new position titled Assistant Utility Manager. The position is being created in order to implement a succession planning initiative within the Utilities Department. A job evaluation has been completed based on the submitted job description questionnaire, and our recommendation follows below.

Assistant Utility Manager Classification Review: The Assistant Manager is expected to assist the Utility Manager in managing the three utilities for the city. Responsibilities include, but are not limited to, staffing; planning; and coordinating the operation, maintenance, and repair of the utilities. This is a leadership position that requires an associate's degree level of education and at least 6 years of relevant experience, or equivalent combination of education and experience. An evaluation was completed using our points-factor job evaluation system, and, in order to maintain internal alignment with the current wage structure, we recommend this position be placed in **Grade 13** of the current pay scale.

Please contact me with any questions on this review.

City of Clintonville

Effective 1/1/2026

COLA Adjustment:

2%

	Minimum																Maximum
	85.00%	87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	101.50%	103.00%	104.50%	106.00%	107.50%	109.00%	110.50%	112.00%	113.50%	115.00%
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
16	\$48.53	\$49.95	\$51.38	\$52.81	\$54.23	\$55.66	\$57.09	\$57.95	\$58.80	\$59.66	\$60.51	\$61.37	\$62.23	\$63.08	\$63.94	\$64.80	\$65.65
15	\$44.64	\$45.95	\$47.27	\$48.58	\$49.89	\$51.21	\$52.52	\$53.31	\$54.10	\$54.88	\$55.67	\$56.46	\$57.25	\$58.03	\$58.82	\$59.61	\$60.40
14	\$41.12	\$42.33	\$43.54	\$44.75	\$45.96	\$47.17	\$48.38	\$49.10	\$49.83	\$50.56	\$51.28	\$52.01	\$52.73	\$53.46	\$54.18	\$54.91	\$55.64
13	\$37.93	\$39.05	\$40.16	\$41.28	\$42.39	\$43.51	\$44.63	\$45.29	\$45.96	\$46.63	\$47.30	\$47.97	\$48.64	\$49.31	\$49.98	\$50.65	\$51.32
12	\$35.03	\$36.06	\$37.09	\$38.12	\$39.15	\$40.18	\$41.21	\$41.83	\$42.44	\$43.06	\$43.68	\$44.30	\$44.92	\$45.53	\$46.15	\$46.77	\$47.39
11	\$32.37	\$33.33	\$34.28	\$35.23	\$36.18	\$37.13	\$38.09	\$38.66	\$39.23	\$39.80	\$40.37	\$40.94	\$41.51	\$42.09	\$42.66	\$43.23	\$43.80
10	\$29.95	\$30.84	\$31.72	\$32.60	\$33.48	\$34.36	\$35.24	\$35.77	\$36.30	\$36.83	\$37.36	\$37.88	\$38.41	\$38.94	\$39.47	\$40.00	\$40.53
9	\$27.76	\$28.58	\$29.39	\$30.21	\$31.03	\$31.84	\$32.66	\$33.15	\$33.64	\$34.13	\$34.62	\$35.11	\$35.60	\$36.09	\$36.58	\$37.07	\$37.56
8	\$25.78	\$26.53	\$27.29	\$28.05	\$28.81	\$29.57	\$30.32	\$30.78	\$31.23	\$31.69	\$32.14	\$32.60	\$33.05	\$33.51	\$33.96	\$34.42	\$34.87
7	\$23.97	\$24.68	\$25.38	\$26.09	\$26.79	\$27.50	\$28.20	\$28.63	\$29.05	\$29.47	\$29.90	\$30.32	\$30.74	\$31.16	\$31.59	\$32.01	\$32.43
6	\$22.32	\$22.97	\$23.63	\$24.29	\$24.94	\$25.60	\$26.25	\$26.65	\$27.04	\$27.44	\$27.83	\$28.22	\$28.62	\$29.01	\$29.41	\$29.80	\$30.19
5	\$20.82	\$21.43	\$22.04	\$22.65	\$23.27	\$23.88	\$24.49	\$24.86	\$25.22	\$25.59	\$25.96	\$26.33	\$26.69	\$27.06	\$27.43	\$27.80	\$28.16
4	\$19.46	\$20.03	\$20.60	\$21.17	\$21.74	\$22.32	\$22.89	\$23.23	\$23.58	\$23.92	\$24.26	\$24.61	\$24.95	\$25.29	\$25.64	\$25.98	\$26.32

	90%	92.50%	95%	97.50%	100%	102.50%	105%	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
Elec-1	\$36.03	\$37.03	\$38.03	\$39.03	\$40.04	\$41.04	\$42.04	Apprentice
Elec-2	\$44.52	\$45.76	\$47.00	\$48.23	\$49.47	\$50.71	\$51.94	Journeyman
Elec-3	\$47.05	\$48.35	\$49.66	\$50.97	\$52.28	\$53.58	\$54.89	Foreman

Succession and Transition Policy for the City Administrator

Adopted	[Insert Date]
Revised	[Insert Date]

1.00 PURPOSE

1.01 The purpose of this policy is to establish a formal succession and transition framework for the position of City Administrator in order to preserve continuity of operations, maintain effective administrative leadership, protect compliance with legal and financial obligations, and support an orderly transition in the event of a temporary absence, planned separation, or unplanned vacancy.

1.02 This policy is intended to reduce operational disruption, clarify interim authority, and provide guidance to elected officials, department heads, and other affected personnel during periods of administrative transition.

2.00 POLICY STATEMENT

2.01 The Common Council recognizes that the City Administrator serves a critical role in the administration of municipal operations, implementation of Council policy direction, coordination of department activities, oversight of financial and personnel matters, and communication with governmental, community, and external partners.

2.02 In the event the City Administrator is temporarily unavailable or the position becomes vacant, the City shall implement the procedures set forth in this policy to ensure continuity of essential functions and an orderly transition of duties and responsibilities.

2.03 Nothing in this policy shall be construed to limit the lawful authority of the Common Council under ordinance, contract, or applicable law.

3.00 SCOPE

3.01 This policy applies in any circumstance in which the City Administrator is unable to perform the duties of the position, including but not limited to:

- a. Temporary illness, injury, or approved leave;
- b. Resignation or retirement;
- c. Termination or removal from service;
- d. Emergency absence; or
- e. Any other planned or unplanned vacancy or interruption in service.

4.00 DEFINITIONS

4.01 Temporary Absence means a short-term period during which the City Administrator is unavailable to perform assigned duties but is expected to return to service.

4.02 Planned Transition means a known or anticipated departure in which sufficient advance notice is provided to allow for preparation, knowledge transfer, and an orderly handoff of responsibilities.

4.03 Unplanned Vacancy means a separation or inability to serve that occurs without adequate advance notice for a full transition process.

4.04 Interim City Administrator means the individual designated by the Common Council, or otherwise lawfully authorized, to temporarily perform some or all of the essential duties of the City Administrator during a transition period.

4.05 Transition Period means the time beginning upon notice of a temporary absence or vacancy and ending upon the return of the incumbent or appointment of a permanent successor, as applicable.

5.00 AUTHORITY

5.01 The Common Council retains the authority to appoint, direct, evaluate, and otherwise govern the position of City Administrator in accordance with applicable ordinance, employment agreement, and Wisconsin law.

5.02 The Mayor shall coordinate, as appropriate, with the Common Council, City Attorney, and senior staff to facilitate implementation of this policy.

5.03 The Common Council may, by motion, resolution, or other lawful action, appoint an Interim City Administrator or otherwise establish an interim administrative structure as deemed necessary in the best interests of the City.

6.00 ORDER OF SUCCESSION

6.01 Temporary Absence. In the event of a temporary absence of the City Administrator, the following order of succession shall apply unless otherwise directed by the Common Council:

- a. [Primary Designee/Title]
- b. [Secondary Designee/Title]
- c. [Tertiary Designee/Title]

6.02 See **Appendix A** for Succession Designation Record.

6.03 Lack of Availability of Designee. If no identified designee is available, willing, or appropriate to serve, the Mayor shall confer with the Common Council regarding a temporary acting structure until formal action can be taken.

6.04 Permanent Vacancy. In the event of a permanent vacancy, the Common Council shall designate one or more of the following as soon as practical:

- a. An Interim City Administrator;
- b. A temporary assignment of duties among existing staff;

- c. A contracted administrator, consultant, or retired municipal professional; or
- d. Another lawful and appropriate interim arrangement.

6.05 See **Appendix B** for list of firms that provide interim and recruiting services.

7.00 INTERIM AUTHORITY

7.01 Unless otherwise limited by the Common Council, the Interim City Administrator shall be authorized to carry out routine administrative and operational functions necessary to maintain continuity of municipal government.

7.02 Interim authority may include, but is not limited to, the following:

- a. Coordinating day-to-day municipal operations;
- b. Assisting with Common Council agenda development and follow-up on Council action items;
- c. Coordinating the work of department heads and cross-departmental issues;
- d. Reviewing contracts, purchases, claims, and other administrative matters consistent with existing policy and budget authority;
- e. Overseeing payroll, accounts payable, and budget implementation in coordination with finance staff;
- f. Ensuring continuity of reporting deadlines, grant administration, compliance matters, and project oversight; and
- g. Serving as the principal administrative liaison to the Mayor, Common Council, department heads, and external partners.

7.03 The Interim City Administrator shall not make major structural, policy, personnel, fiscal, or organizational changes outside the ordinary course of business unless expressly authorized by the Common Council.

8.00 TRANSITION PROCEDURES

8.01 **Planned Transition.** When the City receives advance notice of departure, the City Administrator shall, to the extent practical, support an orderly transition by preparing a written transition memorandum and organizing records necessary to ensure continuity.

8.02 **Transition Memorandum.** The transition memorandum should include, at minimum:

- a. A summary of active projects and their status;
- b. Upcoming deadlines for the next 30, 60, and 90 days;
- c. Pending personnel issues requiring awareness;
- d. Budget, audit, grant, and capital project matters;
- e. Contractual, legal, and risk management matters requiring attention;
- f. Key intergovernmental, community, or development-related matters; and
- g. Recommended immediate priorities for interim leadership.

8.03 See **Appendix C** for Required Transition Memorandum Content

8.04 **Unplanned Vacancy.** In the event of an unplanned vacancy, the Mayor, Common Council, and designated staff shall work promptly to identify and compile critical operational information, including but not limited to pending deadlines, active projects, financial obligations, and personnel matters.

8.05 **Transition Meeting.** As soon as practical following notice of departure or vacancy, a transition meeting may be conducted with appropriate leadership personnel to review responsibilities, urgent priorities, reporting expectations, and interim authority.

9.00 OPERATIONAL CONTINUITY

9.01 During any transition period, the City shall prioritize continuity in the following operational areas:

- a. Common Council agenda preparation, packet development, meeting support, and post-meeting follow-up;
- b. Payroll, accounts payable, cash management, and financial controls;
- c. Budget administration, capital project oversight, and financial reporting;
- d. Personnel administration and coordination with department heads;
- e. Public works, utilities, infrastructure, and emergency issue escalation;
- f. Grant administration, audit coordination, and regulatory reporting deadlines;
- g. Contract administration, claims management, and risk coordination; and
- h. Public communication and key partner relations.

9.02 See **Appendix D** for Immediate Transition Checklist

9.03 Department heads shall continue to manage the daily operations of their respective departments and shall elevate material issues through the interim administrative chain of command established during the transition period.

10.00 RECORDS, SYSTEMS, AND ACCESS

10.01 Upon notice of a transition, the City shall take reasonable steps to ensure continuity and security of access to records, systems, and work product necessary for ongoing operations.

10.02 Such steps may include review and transfer, as appropriate and consistent with law and policy, of the following:

- a. Shared electronic files and folders;
- b. Calendars and scheduling records;
- c. Official email access and continuity procedures;
- d. Budget, project, contract, and grant tracking records;
- e. Contact lists and organizational files; and
- f. Password and credential transition in coordination with information technology protocols.

10.03 All access changes shall be coordinated in a manner consistent with personnel policies, public records obligations, records retention requirements, and information security practices.

11.00 COMMUNICATION

11.01 Internal Communication. Staff shall be notified of the transition in a timely and professional manner, consistent with the circumstances of the departure and any confidentiality considerations.

11.02 Internal Notice Content. Internal communication should, as appropriate, identify:

- a. The effective date of the transition;
- b. The interim reporting or communication structure;
- c. Expectations regarding continuity of operations; and
- d. The designated administrative point of contact.

11.03 Communication with Elected Officials. The Mayor and Common Council shall receive updates regarding interim administrative arrangements, operational impacts, recruitment or appointment timelines, and significant issues requiring policy direction or Council action.

11.04 External Communication. Public or external communication regarding the transition shall be professional, measured, and consistent with applicable confidentiality obligations. Such communication should emphasize continuity of municipal services and identify interim leadership as appropriate.

12.00 RECRUITMENT AND PERMANENT APPOINTMENT

12.01 In the event of a permanent vacancy, the Common Council shall determine the process for recruitment and selection of a permanent City Administrator.

12.02 Such determination may include, but is not limited to, the following:

- a. Whether to conduct an internal or external recruitment process;
- b. Whether to retain a search consultant or recruiter;
- c. The anticipated timeline for recruitment and appointment;
- d. The qualifications, experience, and leadership attributes sought in a candidate; and
- e. The role of stakeholder input, if any, in the recruitment process.

12.03 The Common Council may use the transition period to assess organizational needs and determine whether any changes to the administrative structure, position description, or reporting expectations are warranted prior to filling the vacancy.

13.00 LIMITATION OF INTERIM APPOINTMENT

13.01 Appointment of an Interim City Administrator under this policy shall not, by itself, create a contractual right to permanent appointment.

13.02 Compensation, duration of service, and scope of authority for any interim appointment shall be established by separate Council action or written agreement, as applicable.

14.00 REVIEW AND MAINTENANCE

14.01 This policy shall be reviewed periodically by the Common Council and updated as necessary to reflect changes in organizational structure, operational needs, or legal requirements.

14.02 The order of succession identified in Section 6.00 should be reviewed whenever there is a significant staffing change affecting designated positions.

15.00 SEVERABILITY

15.01 If any provision of this policy is determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the remaining provisions, which shall remain in full force and effect.

APPENDIX A | Succession Designation Record

1. Primary Designee: [Name/Title]
2. Secondary Designee: [Name/Title]
3. Tertiary Designee: [Name/Title]
4. Approved by Common Council on: [Insert Date]
5. Interim Duties Authorized: [Insert]
6. Duties Requiring Specific Council Approval: [Insert]

APPENDIX B | List of Interim Services and/or Recruiting Firms

- Public Administration Associates (PAA) - <https://public-administration.com/>
- Innovative Public Advisors (IPA) - <https://www.public-advisors.com/>
- MGT Consulting Group - <https://www.mgt.us/>
- McMahon Associates - <https://mcmgrp.com/>
- MSA Professional Services (MSA) - <https://www.msa-ps.com/>

Last updated 04/08/2026

APPENDIX C | Required Transition Memorandum Content

The outgoing City Administrator should provide the following, when practicable:

1. Active projects and current status
2. Major deadlines within 30, 60, and 90 days
3. Budget, audit, and financial matters requiring attention
4. Grants, reporting obligations, and compliance items
5. Personnel matters requiring awareness
6. Legal, contractual, or risk-related matters requiring awareness
7. Key contacts, partner organizations, and ongoing initiatives
8. Recommended priority actions for interim leadership

APPENDIX D | Immediate Transition Checklist

Upon notice of departure or vacancy, the City should complete the following as applicable:

1. Confirm effective date of departure or absence
2. Notify the Mayor, Common Council, and City Attorney as appropriate
3. Designate interim leadership structure
4. Review operational priorities and immediate deadlines
5. Secure records, files, and system access
6. Review upcoming meeting agendas and action items
7. Review payroll, accounts payable, and key financial deadlines
8. Brief department heads
9. Prepare internal staff communication
10. Prepare external communication if appropriate
11. Establish recruitment timeline if vacancy is permanent