City of Alma
314 North Main Street -- PO Box 277
Alma, WI 54610-0277
Phone: 608-685-3330 Fax: 608-685-4935

AGENDA

The Common Council of the City of Alma will hold their regular monthly meeting on Thursday, October 15, 2026 at 6:00 p.m. at the City Hall – 314 Main St. N., Alma, WI to discuss and act upon the following:

1. Roll Call
2. Minutes
3. Financial Reports
4. Citizens Comments (items not on agenda)
5. Committee Reports
6. Buffalo Co. Alma Rep. Dan Schultz – County Board Meeting Report
7. Operator Licenses
8. Building Permits
9. Air Packs for Fire Department
10. Market & Johnson Pay App #13 for Library grant
11. Review 4 Change Orders #29,30,31,32 for Library grant
12. Library Project Final Financials Assessment
13. Approval of Library Energy Officers
14. Employee Handbook Language Revisions
15. 2nd St. Stairway Quote from Turnbell
16. Deer Donation Month Proclamation
17. Mayor Comments
18. Upcoming Meetings
19. Any other items properly brought before the Council

Sharaya Reed
City Clerk-Treasurer

September 17, 2026 **COUNCIL PROCEEDINGS** **6:00 p.m.**

Mayor Richard Champeny called the regular monthly meeting of the Common Council of the City of Alma to order at 314 N Main St.

Pledge of Allegiance was said.

Clerk/Treasurer Sharaya Reed took roll call with the following members present: Mayor Richard Champeny, Davie Meier, Larry Grisen, Randy Brommer, and Loren Mueller. Absent: Perry Iberg and Gary Jepsen.

Motion by Mueller seconded by Meier to approve the August 27, 2026 Public Hearing minutes as presented. All members voting yes.

Motion by Brommer seconded by Earney to approve the August 27, 2026 Council Proceeding minutes as presented. All members voting yes.

Motion by Meier seconded by Mueller to approve the August 2026 Financial Report as presented. All members voting yes by roll call vote.

Motion by Earney seconded by Brommer to approve the August 2026 Treasurer's Report as presented. All members voting yes.

Motion by Brommer seconded by Meier to approve the September 2, 2026 Public Hearing minutes as presented. All members voting yes.

Motion by Muller seconded by Brommer to approve the September 2,2026 Council Proceeding minutes as presented. All members voting yes.

Citizen comments: No one present.

SERVICES COMMITTEE

Motion by Meier seconded by Grisen to accept the Services committee minutes. All members voting yes.

PARKS AND RECREATION COMMITTEE

Motion by Grisen, seconded by Brommer to accept the September 8th minutes as presented. All members voting yes.

UTILITIES COMMITTEE

Motion by Earney seconded by Brommer to approve the quote from B & M Technical Service, Inc. for a new Soft Starter for Lift Station #5 costing $8,836.00. All members voting yes by roll call vote.

Motion by Brommer seconded by Mueller to approve the Easement between the City and affected residents to be able to fix the City's catch basin. All members voting yes by roll call vote.

Motion by Earney seconded by Mueller to approve the quote from Tractor Central for a new 320 P Skid Steer for $33,836.08. Motion rescinded by Earney.

Motion by Grisen seconded by Meier to table the skid steer discussion until after budget meetings are concluded. All members voting yes.

Motion by Mueller seconded by Brommer to accept the Utilities committee minutes for September 14th, 2026. All members voting yes.

FINANCE/TAX & LICENSE/ZONING COMMITTEE

Motion by Grisen seconded by Mueller to approve a Combination Class B liquor license for DeVille Restaurant LLC, The Empire Room, Serepta Sargent, Agent. All members voting yes.

There were no operator licenses.

Motion by Brommer seconded by Meier to approve the Market & Johnson pay application #12 in the amount of $440,754.03 for the new library. All members voting yes by roll call vote.

Motion by Mueller seconded by Brommer to approve the hiring of a full-time Sewer/Water qualified individual who holds a CDL at the pay range of $22.50-26.50. All members voting yes.

Motion by Brommer seconded by Meier to accept the Finance/Tax & License/Zoning committee report from September 14, 2026 as presented. All members voting yes.

Motion by Meier seconded by Mueller to approve the election worker list. All members voting yes.

MUNICIPAL BUILDING COMMITTEE

Motion by Grisen seconded by Meier to approve the building committee minutes. All members voting yes.

Upcoming Meetings:

Services----------October 6, 2026 at 9 a.m.
Services Budget----------October 6, 2026 at 10 a.m.
Utilities----------October 12, 2026 at 8:30 a.m.
Finance----------October 12, 2026 at 10:30 a.m.
Tourism----------October 13, 2026 at 9 a.m.
Parks & Rec----------October 13, 2026 at 10 a.m.
Parks & Rec----------October 13, 2026 at 11 a.m.
Utilities Budget----------October 19, 2026 at 8:30 a.m.
Finance Budget----------October 20, 2026 at 9 a.m.

Next regular Council will be October 15, 2026 at 6 p.m.

Motion by Mueller seconded by Grisen to adjourn. All members voting yes.

October 6, 2026 **SERVICES COMMITTEE** **9:00 a.m.**

Chairperson Loren Mueller called the meeting to order at City Hall 314 N. Main St. with the following members present: Gary Jepsen and David Earney.

Also present: Mayor Champeny, Foreman Joe Wick, Ken Passow-Code Enforcement Officer, Officer Luke Lawton, Tom Brakke, Ben Schams, Justin Sass, and Clerk-Treasurer Sharaya Reed.

Others present: Jon Wisneski and Jamie Weaver from Buffalo Co.

Agenda Item 1: Cemetery

Jon Wisneski gave an update. The group has been working on the Pioneer section of the Public Cemetery.

Agenda Item 2: Fire and ambulance

Tom Brakke let the committee know they didn't receive the grant for the air packs. They need 10 of them. Discussion was held on how to cover the cost of them.

Agenda Item 3: Police

Luke gave his monthly update.

Agenda Item 4: Property concerns and updates

Discussion over the Featherston and Marty properties.

Motion by Jepsen seconded by Earney to send a certified letter to Featherston with a deadline of November 1st recommending to have all junk removed from the premises and list the property for sale with a realtor. All members voting yes.

Motion by Jepsen seconded by Earney to use the wording "strongly recommend" to put the house up for sale, not ordering him to. All members voting yes.

Motion by Jepsen seconded by Earney to send a letter to Marty advising him to have the garage demolished by December 21st. All members voting yes.

Agenda Item 5: Garbage and recycling

Nothing new to update on.

Agenda Item 6: Prepare 2027 Budge

The committee members reviewed the budget worksheet and worked on figures for 2027.

Minutes

Alma City Square Advisory Committee

DATE October 7, 2026

TIME 9:00 a.m.

MEETING CALLED TO ORDER BY Richard Champeny, Chairman

IN ATTENDANCE

Gary Jepsen, Sherri Collins, Kelly Herold, Pattilyn Champeny
David Earney, Dan Elsenpeter
Not in attendance Christine Thompson

INITIAL MEETING

Mission statement was read by Committee Chairman, Richard Champeny

BUSINESS

Pattilyn Champeny was approved as volunteer member and committee secretary. The motion to approve was made by Gary Jepsen and seconded by Kelly Herold.
Dan Elsenpeter will contact Excel regarding pole placement. The motion to approve was made by Kelly Herold and seconded by Sherri Collins.

REPORTS

Dan Elsenpeter, electrician, reported on power to City Square. Excel will set poles at back of property. Discussion of pole positioning, voltage requirements and other improvements were discussed. Committee adjourned to City Square for further discussion on pole positioning. Committee reconvened in City Hall with further discussion. Dan will send a preliminary cost estimate to the committee for his services and supplies.
City Council will be informed regarding City Square pole placement, but no formal approval needed by the council.
Kelly Herold mentioned policies need to be developed for this Committee going forward.

Sherri Collins made a motion to adjourn the meeting. The motion was seconded by Gary Jepsen.

NEXT MEETING

To be scheduled in the future

Pattilyn Champeny, Secretary

October 12, 2026 **UTILITIES COMMITTEE** **8:30 a.m.**

Chairperson Larry Grisen called the meeting to order at City Hall 314 N Main St, with the following members present: Randy Brommer and David Earney.

Also present: Mayor Richard Champeny, Foreman Joe Wick, Calvin Loewenhagen, Bernie Bartz, and Clerk-Treasurer Sharaya Reed.

Others present: Elizabeth Walker and Elisabet Ibach.

Agenda Item 3: Approval of minutes

Motion by Earney seconded by Brommer to approve the minutes of September 14th regular meeting. All members voting yes.

Motion by Brommer seconded by Earney to approve the minutes of September 23rd special meeting with WISDOT. All members voting yes.

Agenda Item 4: Approval of monthly budget report

The report was reviewed by the committee. Discussion was held on some figures and where certain accounts were.

Agenda Item 5: Citizen comments on posted agenda items

Elizabeth Walker appeared before the committee to ask for an answer about why her water bill reduction was denied. Discussion was held.

Motion by Earney seconded by Brommer to reduce the bill by $642 for water usage and charge the average sewer usage for that time period. All members voting yes.

Agenda Item 6: Sidewalks/Stairs/Retaining Walls

a. Early Sidewalk closure

Elisabet Ibach appeared before the committee for an update. She let the committee know a quote from Turnbell concrete would be coming to fix the wall. She was thinking the cost would be $100,000.

b. Update for Phase 2 of retaining walls project work schedule

c. Repair/replace stairs next to 2nd St retaining wall

Two stairways need to be fixed. Turnbell submitted a quote above and beyond phase 2 price.

Motion by Brommer seconded by Earney to approve and forward to Council $22,500 for Turbell quote. All members voting yes.

Agenda Item 7: Water

a. Report on results of water line flushing on Second Street

Residents are still having issues with color and temperature of their water.

b. Discussion of possible water line flushing on Second Street

Discussion of how it works.

Motion by Brommer seconded by Earney to have Grisen contact Mueller Pipeline to have a representative come to the next meeting. All members voting yes.

Agenda Item 8: Street

a. Snow removal planning with limited work crew

Motion by Earney seconded by Brommer to recommend to the finance committee part-time help that has a CDL. All members voting yes.

b. Street painting update

This is still in the process of being done.

c. Fall street sweeping

Foreman Wick let the committee know that we should skip this for this year.

d. Updated five-year road improvement plan

The list was reviewed.

Motion by Brommer seconded by Earney to have Grisen update the list. All members voting yes.

Discussion was held over the sand sales for road tax.

e. State increase on bidding requirement for road projects

The committee reviewed the change in threshold for bidding requirements. The construction threshold increased to $50,000 from $25,000 before you need to seek out bids.

Agenda Item 9: Sewer and wastewater

a. Chemical storage addition construction update

Motion by Earney seconded by Brommer to approve the ordering of 750 gallons of chemical to be delivered for the new tank. All members voting yes.

Motion by Brommer seconded by Earney to adjourn. All members voting yes.

October 12, 2026 FINANCE/TAX & LICENSE/ZONING COMMITTEE 10:30 a.m.

Chairperson Gary Jepsen called the meeting to order at City Hall 314 N Main St, with the following members present: Larry Grisen and Perry Iberg.

Also present: Mayor Richard Champeny, Clerk-Treasurer Sharaya Reed and Foreman Joe Wick.

Others present: Steve Morin and Chris Munn.

Agenda Item 1: Approve Minutes from September Meeting

Motion by Grisen seconded by Iberg to approve the minutes from September. All members voting yes.

Agenda Item 2: Building Permit Applications

Motion by Iberg seconded by Grisen to approve the building permit application for Chris Munn. All members voting yes.

Motion by Grisen seconded by Iberg to approve the building permit application for Daniel Kordiak. All members voting yes.

Agenda Item 3: Building Permit Violations

Steve Morin was present to discuss the status of his neighbor's violation. Discussion was held on the matter.

Motion by Iberg seconded by Grisen to have Woodlands Retreat Hotel Cabins move the concrete barricade back the required 6' off the property line to meet the setback. All members voting yes.

Agenda Item 4: Operator Licenses

Motion by Iberg seconded by Grisen to approve Asher Blank and Tess Erickson's applications. All members voting yes.

Agenda Item 5: Library Matters

Motion by Jepsen seconded by Iberg to approve Laura Pettersen and Sharaya Reed to be assigned as the designated City Energy Officers for the solar energy rebate tax credits for the new library. All members voting yes.

Motion by Grisen seconded by Iberg to approve the Market & Johnson, Inc. pay app #13 for $181,768.52. This should be the final pay app for library grant money. Forward to Council for approval. All members voting yes.

Motion by Jepsen seconded by Grisen to approve change order #29 for $3,814.65 from Market & Johnson for the library grant. All members voting yes.

Motion by Grisen seconded by Iberg to approve change order #30 for $1,298.85 from Market & Johnson for the library grant. All members voting yes.

October 13, 2026 **PARK & REC COMMITTEE** **10:00 a.m.**

Chairperson Davie Meier called the meeting to order with the following members: Perry Iberg, and Randy Brommer as Alternate.

Also present: Deputy Clerk Michaela Handke, Foreman Joe Wick and Mayor Rick Champeny

Agenda Item 1: Approve Minutes: September 8, 2026

Motion by Iberg was seconded by Brommer to approve the minutes from the September 8, 2026 meeting.

Agenda Item 2. Marina Well:

Chairperson Meier informs us that the electricity has been marked, and the committee just awaits results from Feedie. He will drill to 60 feet and see if a well is plausible. If not, he will charge for the cost that he has into it. We await additional information at this time.

Agenda Item 3. Pavillion at Beach Update:

Chairperson Meier notes that the wiring still needs to be completed, but that the completed pavilion looks good. Foreman Joe Wick informs that the landscaping is yet to be completed. They are exploring the idea of crushed rock at this time.

Agenda Item 4. Rieck's Lake Park Rip Rap Update:

Chairperson Meier informs that this was completed roughly 2-3 weeks ago. Army Corp of Engineers agreed to allow the city to continue with Rip Rap in the future.

Agenda Item 5. Review Budget for 2027

Committee members reviewed the budget worksheet and determined figures for 2027.

Motion by Iberg seconded by Brommer to adjourn. All members voting yes.



City of ALMA

Permit # _____

314 N. Main St. Alma, WI 54610

Complete this application and return it to the address above. The undersigned hereby makes application for a permit to conduct work as described and located as shown herein. The undersigned agrees that all work be done in accordance with the requirements of the City of Alma zoning, building, plumbing, and electrical ordinances and the laws of the State of Wisconsin. Permit shall be valid for a period of one year from the date of issuance.

Those sections highlighted in gray are required:

Signature of Applicant: Lauren Marty Date: 10/13/2026

Printed Name of Applicant: Lauren Marty Phone: 507 269 6971 (Lauren) 715 574 8550 (Gavin)

Address: 2313 Pinewood Rd SE City, St. Zip: Rochester MN 55904

marty.lauren@mayo.edu

Email Address: jamieljensen@yahoo.com gavinsmarty@gmail.com

Location where work is to be completed:

Address: 913 N Riverview Dr Alma, WI. Parcel# 201-00006-0000

Present use of Land:

Zoned: Residential Existing use: Residential; vacant

Proposed use: (check all that apply)

_____ New single family

_____ New duplex

_____ Other New building type: _____

X Remodel, Alteration, or Addition type: Garage demolition

Lot Size: 125 ft. X 55 ft. = Total Area 6,000 X 5,163 sq. Ft.

Size of Structure: TO Be DEMO'ed

approx 15 sq. ft. X 35 sq. ft. = Total area 525 sq. Ft.

Estimated cost of project $ TBD 3000 (Lauren provided to Michaela via email)

Submit a sketch of the proposed work; Sketch must show clearly distance from from lot line, side lot lines, and back lot line. Show other structures on the property and distance from new construction. Show well, septic, and drain field if applicable. Use additional sheets if required.

When your city permit is approved and it requires structural, plumbing, electrical, or HVAC improvements or updates, it will be sent to Weber Inspections LLC. They will assess additional fees required for inspection services and will be in contact with you.





Property line is the green perimeter line. Structures outlined in red will be demolished.

For office use only City fee required: $ 20.00

Permit Issued/Denied Date _____ By: _____

DO NOT BEGIN YOUR PROJECT BEFORE CONTACT WITH BUILDING INSPECTOR JUSTIN STEINMEYER.

Reason for denial if applicable:_____

_____

Remarks:_____

_____

_____

_____

_____

_____

MACQUEEN™

LOCATION:
Delafield
350 Austin Circle
Delafield WI 53018 US

PARTS ESTIMATE

ESTIMATE #:	EST12553
CUSTOMER PO:	
SALES REP:	E095242 Jeremiah Pientok
DATE:	10/5/2026
EXPIRES:	11/4/2026
ESTIMATE TOTAL:	**94,320.00**

BILL TO:

Alma Fire Department
PO Box 277
Alma WI 54610
United States

SHIP TO:

Alma Fire Department
PO Box 277
Alma WI 54610
United States

OFFICE PHONE: (608) 685-3651

EMAIL:
cityalma277@gmail.com

CONTACT INFO:

Name:CUST00252 Alma Fire Department : Ben Schams

Email:cityalma277@gmail.com

SHIPPING METHOD:

PART #	DESCRIPTION	UOM	QTY	PRICE	EXT. PRICE
MSA-A-G1FS-444MA2C0LAR.2610	4 4500PSI 4 QUICK CONNECT REMOTE 4 SERVICEABLE TUNNEL W/ CHEST STRAP M METAL BAND A ADJUSTABLE SWIVEL LUMBAR 2 SOLID COVER - LEFT SHOULDER C CONTINUOUS 0 NO EMERGENCY BREATHING L SPEAKER MODULE- LEFT CHEST A PASS- RIGHT SHOULDER R RECHARGEABLE BATTERY	Ea	10	6,700.00	67,000.00
MSA-10175708.2610	CYL VLV QC G1 RC 4500 PSIG 66CF LP PKGD	Ea	10	1,743.00	17,430.00
MSA-10175708.2610	CYL VLV QC G1 RC 4500 PSIG 66CF LP PKGD BOGO Cylinders	Ea	10	0.00	0.00
MSA-10161810	Fcpc,G1,FS,MD,MD NC, 4PT KEVLR,C-N,W/BOX	Ea	10	525.00	5,250.00
RCC-34616-2	MACQUEEN FP BAG	Ea	10	0.00	0.00
MSA-10158385	KIT, CHARGING STATION, G1	Ea	1	1,130.00	1,130.00
MSA-10148741-SP	Battery Pack, G1, Rechargeable	Ea	6	585.00	3,510.00

CUSTOMER MEMO:

TOTAL PARTS:	$94,320.00
OTHER CHARGES:	$0.00
DISCOUNT AMOUNT:	0.00
SUBTOTAL:	94,320.00
TAX TOTAL:	$0.00
SHIPPING TOTAL:	0.00
HANDLING TOTAL:	0.00
ESTIMATE TOTAL:	$ 94,320.00

...-B2D354A88768

APPLICATION AND CERTIFICATE FOR PAYMENT

To Owner: City of Alma
314 N Main Street
Alma, WI 54610

Project: 3504- Alma Public Library
S1620 High School Road
Alma WI 54610

Invoice #: 092611

Application No.: 13

Distribution to:
- ☐ Owner
- ☐ Architect
- ☐ Contractor
- ☐
- ☐

From Contractor: Market & Johnson, Inc.
2350 Galloway Street
Eau Claire, WI 54703

Via Architect:

Period To: 08/25/2026 - 09/25/2026

Project Nos:

Contract For:

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum		$3,676,900.00
2. Net Change By Change Order		-$177,010.95
3. Contract Sum To Date		$3,499,889.05
4. Total Completed and Stored To Date		$3,499,889.05
5. Retainage :		
a. 0.00% of Completed Work	$0.00	
b. 0.00% of Stored Material	$0.00	
Total Retainage		$0.00
6. Total Earned Less Retainage		$3,499,889.05
7. Less Previous Certificates For Payments		$3,318,120.53
8. Current Payment Due		$181,768.52
9. Balance To Finish, Plus Retainage		$0.00

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	$0.00	$76,549.34
Total Approved this Month	$0.00	$100,461.61
TOTALS	$0.00	$177,010.95
Net Changes By Change Order	-$177,010.95	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Market & Johnson, Inc.

DocuSigned by:
By: Braelyn Meyer Date: 9/24/26
6BCAD0D4D4D94D8...

State of: Wisconsin
Subscribed and sworn to before me this 24 day of September 2026
County of: Eau Claire
Notary Public: Brittany Gerth
My Commission expires: June 16, 2028

Brittany Gerth NOTARY PUBLIC STATE OF WISCONSIN

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $181,768.52

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
Signed by:
By: Kim Bellmann Date: 9/29/2026
BC1377C752DE4D5...

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Application and Certification for Payment, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Invoice # : 092611 **Contract :** 3504- Alma Public Library

Application No. : 13
Application Date : 9/25/2026
To: 08/25/2026 - 09/25/2026
Architect's Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application (D+E)	E Work Completed This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
03 30 00	Cast In Place Concrete	238,070.70	238,070.70	0.00	0.00	238,070.70	100.00%	0.00	0.00
04 20 00	Unit Masonry	356,498.00	356,498.00	0.00	0.00	356,498.00	100.00%	0.00	0.00
06 10 00	Building Works	175,236.71	175,236.71	0.00	0.00	175,236.71	100.00%	0.00	0.00
06 13 00	Heavy Timber Construction	96,873.00	96,873.00	0.00	0.00	96,873.00	100.00%	0.00	0.00
06 18 00	Glue-Laminated Construction	143,560.87	143,560.87	0.00	0.00	143,560.87	100.00%	0.00	0.00
06 40 00	Architectural Woodwork	55,986.25	55,986.25	0.00	0.00	55,986.25	100.00%	0.00	0.00
07 21 29	Sprayed Insulation	3,390.00	3,390.00	0.00	0.00	3,390.00	100.00%	0.00	0.00
07 27 00	Air Barriers	11,719.00	11,719.00	0.00	0.00	11,719.00	100.00%	0.00	0.00
07 46 00	Siding	150,976.10	150,976.10	0.00	0.00	150,976.10	100.00%	0.00	0.00
07 50 00	Membrane Roofing	60,737.00	60,737.00	0.00	0.00	60,737.00	100.00%	0.00	0.00
07 90 00	Joint Sealants	10,075.10	10,075.10	0.00	0.00	10,075.10	100.00%	0.00	0.00
08 10 00	Doors Frames & Hardware	72,943.75	72,943.75	0.00	0.00	72,943.75	100.00%	0.00	0.00
08 80 00	Glazing	141,411.90	141,411.90	0.00	0.00	141,411.90	100.00%	0.00	0.00
09 21 16	Gypsum Board Assemblies	142,790.20	142,790.20	0.00	0.00	142,790.20	100.00%	0.00	0.00
09 50 00	Ceilings	28,072.00	28,072.00	0.00	0.00	28,072.00	100.00%	0.00	0.00
09 60 00	Soft Flooring	33,683.00	33,683.00	0.00	0.00	33,683.00	100.00%	0.00	0.00
09 90 00	Painting & Coating	57,070.00	57,070.00	0.00	0.00	57,070.00	100.00%	0.00	0.00
10 11 00	Visual Display Units	5,064.00	5,064.00	0.00	0.00	5,064.00	100.00%	0.00	0.00
10 14 00	Signage	5,451.00	5,451.00	0.00	0.00	5,451.00	100.00%	0.00	0.00
10 26 00	Wall and Door Protection	16,773.00	16,773.00	0.00	0.00	16,773.00	100.00%	0.00	0.00
10 28 00	Toilet and Bath Accessories	7,121.00	7,121.00	0.00	0.00	7,121.00	100.00%	0.00	0.00
10 30 00	Fire Places	2,281.00	2,281.00	0.00	0.00	2,281.00	100.00%	0.00	0.00
10 70 00	Exterior Specialties	2,948.00	2,948.00	0.00	0.00	2,948.00	100.00%	0.00	0.00
12 20 00	Window Treatments	7,512.00	7,512.00	0.00	0.00	7,512.00	100.00%	0.00	0.00
22 00 00	Plumbing	81,124.00	81,124.00	0.00	0.00	81,124.00	100.00%	0.00	0.00
23 00 00	HVAC	490,759.85	488,920.25	1,839.60	0.00	490,759.85	100.00%	0.00	0.00
26 00 00	Electrical	352,484.61	347,193.66	5,290.95	0.00	352,484.61	100.00%	0.00	0.00
31 00 00	Earthwork	225,150.27	225,150.27	0.00	0.00	225,150.27	100.00%	0.00	0.00
32 12 16	Asphalt Paving	30,996.00	30,996.00	0.00	0.00	30,996.00	100.00%	0.00	0.00
32 16 00	Site Concrete	41,943.00	41,943.00	0.00	0.00	41,943.00	100.00%	0.00	0.00
32 90 00	Landscaping	48,273.33	48,273.33	0.00	0.00	48,273.33	100.00%	0.00	0.00
33 10 00	Water Utilities	39,144.00	39,144.00	0.00	0.00	39,144.00	100.00%	0.00	0.00

CONTINUATION SHEET

Application and Certification for Payment, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Invoice # : 092611 **Contract :** 3504- Alma Public Library

Application No. : 13
Application Date : 9/25/2026
To: 08/25/2026 - 09/25/2026
Architect's Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application (D+E)	E Work Completed This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
91 50 00	General Conditions	358,770.41	358,770.41	0.00	0.00	358,770.41	100.00%	0.00	0.00
91 70 00	Temporary Utilities	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
	Grand Totals	**3,499,889.05**	**3,492,758.50**	**7,130.55**	**0.00**	**3,499,889.05**			

Docusign Envelope ID: 803F01F8-4232-8FA9-8359-7EF3AF874AC7

Market & Johnson
Adding Value to Everything We Do
Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

CHANGE ORDER REQUEST (COR)

TO: City of Alma Wisconsin
City Hall 314 N Main St
Alma, WI 54610

DATE: July 28, 2026

RE: Change Order Request (COR) #29
Alma Public Library

ATTN: Gary Gepsen

DESCRIPTION OF CHANGE: RFP#12 Fire Damper, Duct Detector, Test Station, and Sampling Tube

REQUESTED BY WHOM: FEH

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	$3,814.65
Changes to Owner's Contingency that's within M&J's Contract.....	($3,814.65)
OVERALL CHANGE TO PROJECT	**$0.00**

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Braxtyn Meyer
Project Manager

Enclosures

cc: Kim Bellmann - FEH
Kevin Eipperle - FEH
Devin Bruske - M&J

If you would like us to proceed with this work prior to a formal change order being processed, check the accepted box, sign and return. If accepted, this will be included on a future contract change order.

Architect's review	Owner Rep's review
☑ Reviewed	☒ Accepted
	☐ Not Accepted
Signed by: Kim Bellmann	
9/22/2026	9/22/2026
Date	Date

M&J Project #3504

Docusign Envelope ID: E4EF0E0A-77BF-8C14-80E0-8DD632AB118C

Market & Johnson
Adding Value to Everything We Do
Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

CHANGE ORDER REQUEST (COR)

TO: City of Alma Wisconsin
City Hall 314 N Main St
Alma, WI 54610

DATE: September 18, 2026

RE: Change Order Request (COR) #30
Alma Public Library

ATTN: Gary Gepsen

DESCRIPTION OF CHANGE: Wireless Access Point Install

REQUESTED BY WHOM: Owner

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	$1,298.85
Changes to Owner's Contingency that's within M&J's Contract.....	($1,298.85)
OVERALL CHANGE TO PROJECT	**$0.00**

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Braxtyn Meyer
Project Manager

Enclosures

cc: Kim Bellmann - FEH
Kevin Elpperle - FEH
Devin Bruske - M&J

If you would like us to proceed with this work prior to a formal change order being processed, check the accepted box, sign and return. If accepted, this will be included on a future contract change order.

Architect's review	Owner Rep's review
☑ Reviewed	☒ Accepted
	☐ Not Accepted
Signed by: Kim Bellmann	
9/22/2026	9/22/2026
Date	Date

M&J Project #3504

Docusign Envelope ID: 4EEE657E-6FC3-87C6-6386-78CA9CFB352A

Market & Johnson
Adding Value to Everything We Do
Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

CHANGE ORDER REQUEST (COR)

TO: City of Alma Wisconsin
City Hall 314 N Main St
Alma, WI 54610

DATE: September 18, 2026

RE: Change Order Request (COR) #31
Alma Public Library

ATTN: Gary Gepsen

DESCRIPTION OF CHANGE: Hand Dryer Power

REQUESTED BY WHOM: M&J

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	$2,017.05
Changes to Owner's Contingency that's within M&J's Contract.....	($2,017.05)
OVERALL CHANGE TO PROJECT	**$0.00**

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Braxtyn Meyer
Project Manager

If you would like us to proceed with this work prior to a formal change order being processed, check the accepted box, sign and return. If accepted, this will be included on a future contract change order.

Architect's review
☒ Reviewed
Signed by: Kim Bellmann
9/22/2026
Date

Owner Rep's review
☒ Accepted
☐ Not Accepted
9/22/2026
Date

Enclosures

cc: Kim Bellmann - FEH
Kevin Elpperle - FEH
Devin Bruske - M&J

M&J Project #3504

Docusign Envelope ID: 3A7C7FCA-0E8A-8508-83F3-D5EB546C543A

Market & Johnson
Adding Value to Everything We Do
Market & Johnson, Inc. 2350 Galloway Street PO Box 630 Eau Claire, WI 54702-0630 Ph. 715.834.1213 Fax. 715.834.2331

CHANGE ORDER REQUEST (COR)

TO: City of Alma Wisconsin
City Hall 314 N Main St
Alma, WI 54610

DATE: September 22, 2026

RE: Change Order Request (COR) #32
Alma Public Library

ATTN: Gary Gepsen

DESCRIPTION OF CHANGE: Credit Owner's Contingency Balance

REQUESTED BY WHOM: Owner

COST OF WORK:

Changes to Market & Johnson's Scope of Work (see attached breakdown).....	($100,461.61)
Changes to Owner's Contingency that's within M&J's Contract.....	$0.00
OVERALL CHANGE TO PROJECT	**($100,461.61)**

TIME: The Contract Time will be unchanged by zero days for this change.

COMMENTS / ADD'L NOTES

This proposal may be withdrawn by us if not accepted within 30 calendar days.

Sincerely,

MARKET & JOHNSON, INC.

Braxtyn Meyer
Project Manager

Enclosures

cc: Kim Bellmann - FEH
Kevin Eipperle - FEH
Devin Bruske - M&J

If you would like us to proceed with this work prior to a formal change order being processed, check the accepted box, sign and return. If accepted, this will be included on a future contract change order.

Architect's review	Owner Rep's review
☒ **Reviewed**	☑ **Accepted**
	☐ **Not Accepted**
Signed by: Kim Bellmann BC13...	Signed by: D70084... Signature
9/23/2026 Date	9/23/2026 Date

M&J Project #3504

Docusign Envelope ID: 3A7C7FCA-0E8A-8508-83F3-D5EB546C543A

Breakdown for Change Order Request (COR) #32
Alma Public Library

by Market & Johnson
Dated: 09/22/2026

SUBCONTRACTED WORK	SCOPE OF	M&J Contract		
Contingency Balance		($100,461.61)		
Subtotal of Subcontracted Work		($100,461.61)		

SELF PERFORMED	QTY	UNIT	UNIT COST			

Subtotal of Self Performed Work		$0.00
Mark-up on Self Performed Work	10.00%	$0.00
Mark-up on Subcontracted Work	5.00%	$0.00
Subtotal after Mark-up		($100,461.61)
Change to Owner's Contingency that's within M&J's Contract		$0.00
Net Change		($100,461.61)

TOTAL OVERALL CHANGE TO PROJECT	($100,461.61)

City of Alma Library Project

Final Financials Assessment

The grant of $4,250,000 was divided into five categories:
Grant Administration
Professional services i.e. architecture
Construction Costs
Digital Connectivity
Furniture and interior design
Solar

After all Change Order Requests, the total spending for these items is $4,252,023.81 or an amount over budget of $2,023.81.

This came as no surprise to the building committee due to large change orders in the area of 100% Bird Safe glass and an iron filtration system. Realizing the need for additional funding for the glass initiative, we began a bird safe fund raiser and grant writing effort in hopes of raising the needed money to fund this project. Once we knew that the needed monies had been secured, we approved the bird safe glass project. We also received a substantial donation for landscaping needs in the amount of $10,000 from Rick and LuAnn Flurry.

Final Budget Analysis:

Overall budget deficit	($ 2,023.81)
Bird safe grants and donations	$ 10,374.85
Remaining amount in landscaping budget	$ 5,223.03
Project balance	$ 13,574.07

Sick Leave

Currently reads: Full-time employees accumulate ten days of sick leave every anniversary year. Part-time employees earn a proration of sick leave based on a percentage of regular time worked.

Suggested change to read: Full time employees accumulate ten days of sick leave *on their anniversary date. Regular* part time employees *who are scheduled to work a minimum of 24 hours per week, (not to include seasonal employees) shall be eligible to accumulate sick leave on a prorated basis.*

Currently Reads: Unused sick leave may be accumulated not to exceed one hundred (100) days. Sick leave in excess of 100 days will be paid out to employees at 50% of their daily salary and be placed in a Pep Plan for future medical expenses. Upon terminating employment, unused sick leave shall be paid at a rate of 50% of their salary and be placed in a Pep plan for future medical expenses.

Suggested change to read: Unused sick leave may be accumulated not to exceed eight hundred (800) hours. Hours of sick leave in excess of this shall be paid into a post retirement health care plan (PEHP) on behalf of the employee if available. When a tenured employee (10 years of service or more) leaves the City of Alma employment, unused sick leave shall be placed into a PEHP plan on their behalf if available. In the event that a PEHP plan is not available, unused sick leave will be paid directly to the employee in both circumstances as listed above at a rate of 50% of their hourly rate for every hour of unused sick leave.

Compensatory time

Currently Reads:
COMP Time is accrued at one and one half hours for every hour worked over eight hours in a day or over 40 hours in one week for all full time employees.

Suggested change to read:
Overtime is defined as work exceeding 8 hours in any single day or 40 hours in a single week, (Sunday through Saturday). Any regular employee (not to include seasonal employees) may choose to convert overtime hours to compensatory time off at a rate of one and one half hours per hour worked. No employee shall be allowed to accumulate more than 80 hours of compensatory time off.

Compensatory time off must be requested by the employee and subject to approval of the employee's immediate supervisor or mayor. Comp time off may be denied in times of heavy work volume. In the event two employees request time off at the same time, preference will be given to seniority.

Overtime Pay

Currently reads:
Time and one-half will be paid for work actually performed in excess of forty (40) hours in any one work week, except for supervisory, administrative, and professional employees. If a holiday falls within a regularly scheduled work week, the holiday hours will be included in arriving at the weekly forty (40) hours total.

Suggested change to read:
Time and one-half will be paid for *any hours worked in excess of forty (40) hours in a work week, (Sunday through Saturday) or eight (8) hours in one day. Holidays falling within a work week shall be counted as eight (8) hours worked for the purposes of calculating overtime.*

Mileage:

Currently reads:

Use of a city vehicle is encouraged. When an employee uses his/her own personal vehicle, the city will reimburse the employee miles traveled to and from the meeting location by the current federal rate for mileage.

Add:

Employees required to use their personal vehicle to run errands on behalf of the city shall be qualified for the same mileage rate reimbursement. The City of Alma recognizes that the federal rate for mileage reimbursement may change from year to year and from season to season.

Currently Reads:

DRUG-FREE WORKPLACE

The purpose of this policy is to ensure a drug-free and tobacco-free workplace; to eliminate and/or discourage drug/alcohol use and abuse in the workplace; and, to assure delivery of services to the public in a safe, professional and conscientious manner.

Policy: It is the policy and intent of the City of Alma to maintain a drug-free and tobacco-free workplace for all of its employees and the public. Therefore, no employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes: any paid or unpaid lunch periods; training sessions; and the working hours of conferences attended as a representative of the City. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment with the City is also prohibited.

It is the policy of the City of Alma to prohibit smoking, smokeless tobacco use and vaping on all City premises/vehicles, unless specifically permitted by this policy, to provide a safe, professional and healthy work environment for all employees and the public.

Each City employee must be able to work in a drug-free environment and themselves be free from the effects of alcohol and other mood-altering substances and adulterants when reporting for work and during the workday. In order to ensure that the City remains a drug-free environment, the distribution, sale, possession or use of alcohol, other intoxicants, drugs, narcotics, or any other controlled substance in the workplace without a valid prescription is prohibited. Further, employees are prohibited from being under the influence of any drugs, intoxicants, narcotics, alcohol or any other controlled substance while in the workplace.

1) Testing: The City conducts Drug and Alcohol testing pursuant to the Alma Drug & Alcohol Testing Program Guidelines. All City employees and job applicants who are offered employment with the City are subject to Drug & Alcohol Testing Program Guidelines. Use of adulterants to conceal drug or alcohol use will be considered a positive drug test. **For specific questions about drug and alcohol testing, employees should refer to the Drug & Alcohol Testing Program Guidelines applicable to their position.**

Any employee found to have used, sold, distributed, possessed, or been under the influence of drugs or alcohol in the workplace or otherwise failing to comply with any drug-free workplace requirement may be subject to disciplinary action up to and including immediate termination of employment.

2) Medical use reported: City employees using medications prescribed by a doctor that may affect work performance should inform their supervisor, in writing, of the possible side effects, performance limitations, or any other safety hazards that may occur from the use of prescribed medication. Based upon this information, the supervisor may reassign the employee, transfer the employee, or modify the employee's job to ensure the safety of the employee, co-workers, and the public, or relieve the employee of his/her duties until such time that the medication no longer affects his/her performance.

This policy is not intended to needlessly intrude on employees' privacy. Rather, the City needs to know about employee medications so it can prevent placing employees in situations that are unnecessarily dangerous to themselves and their co-workers. All disclosures of medication use will remain strictly confidential like other employee health information.

Legal Hemp and CBD Products: These products may contain varying amounts of THC, which is the active ingredient in marijuana. If they have over 0.3% THC, they may trigger a positive drug test. Employees should be cautious in their use of these products. Use of CBD or Hemp products that have over 0.3% THC may be a violation of this drug-free workplace policy.

3) Employee Assistance: The City recognizes that alcohol and substance abuse are serious matters and will offer appropriate assistance, as it is available for other employee issues. Information concerning drug abuse counseling, rehabilitation programs or any other employee assistance is available to employees by contacting the Employee Assistance Program or the Designated member of Personnel Committee.

Any employee convicted of using, selling, distributing, or possessing a controlled substance while employed by the City shall notify the City Designated member of Personnel Committee within five (5) calendar days of that conviction.

The City of Alma, as the employer, is required to report any workplace drug crimes to the United States Department of Labor within ten (10) days of conviction.

4) Tobacco Usage: Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. Smokeless Tobacco is defined as "A type of tobacco that is not smoked or burned. It may be used as

chewing tobacco or moist snuff, or inhaled through the nose as dry snuff."

Smokeless tobacco contains nicotine and many harmful, cancer-causing chemicals. Using it can lead to nicotine addiction and can cause cancers of the mouth, esophagus, and pancreas. It may also cause heart disease, gum disease, and other health problems.

Vaping using e-cigarettes, juuls, etc. can expose your lungs to carcinogens, nicotine, heavy metals, chemicals and formaldehyde which may damage the cilia lining the lungs and airways, increasing the risks of asthma, heart disease and chronic obstructive pulmonary disease (COPD).

This tobacco policy applies to:

- All City property. "Property" means the City's buildings and all vehicles owned or leased by the city.
- All city employees.
- All contractors and consultants and/or their employees working in city facilities.
- All temporary/seasonal employees.
- All student interns.

Employees may use tobacco products in designated areas. Designated tobacco areas will have a sign and a receptacle to put cigarette butts. These designated areas are an exception to the tobacco products prohibition on City property. Various departments may have additional rules regarding designated tobacco areas in their work rules, for example, allowing smoking outside while on a break at a City construction or maintenance project.

Any employee violations of this policy will be handled thru the discipline process in the employee handbook.

Required change per Federal Motor Carrier Safety Administration (FMCSA):

DRUG-FREE, TOBACCO-FREE, AND DOT-COMPLIANT WORKPLACE POLICY

PURPOSE

The purpose of this policy is to ensure a drug-free and tobacco-free workplace; to eliminate and/or discourage drug/alcohol use and abuse in the workplace; and, to assure delivery of services to the public in a safe, professional and conscientious manner.

GENERAL POLICY

It is the policy and intent of the City of Alma to maintain a drug-free and tobacco-free workplace for all of its employees and the public. Therefore, no employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes: any paid or unpaid lunch periods; training sessions; and the working hours of conferences attended as a representative of the City. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment with the City is also prohibited.

It is the policy of the City of Alma to prohibit smoking, smokeless tobacco use and vaping on all City premises/vehicles, unless specifically permitted by this policy, to provide a safe, professional and healthy work environment for all employees and the public.

Employees must maintain a safe, drug-free state, remaining free from alcohol, intoxicants, and unauthorized controlled substances during all working hours and while on City premises.

DOT / FMCSA ALCOHOL AND DRUG TESTING POLICY ADDENDUM

Fulfilling the Requirements of 49 CFR Part 382

This Addendum applies strictly to employees of the City of Alma who operate Commercial Motor Vehicles (CMVs) and are required to hold a Commercial Driver's License (CDL) as a condition of employment. This document supplements the City's general Drug-Free Workplace Policy to ensure full compliance with Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) regulations.

1. DESIGNATED CONTACT PERSON

For questions regarding this policy, DOT regulations, or the City's testing program, employees may contact:

- **Title:** Clerk-Treasurer
- **Office Location:** City Hall, 1225 S Main St, Alma, WI 54610
- **Phone Number:** 608-685-3330

2. COVERED DRIVER CATEGORIES

This policy applies to every City employee, temporary worker, or applicant who operates a CMV requiring a CDL on public roads in any state. This includes, but is not limited to, drivers who operate vehicles that:

- Have a gross combination weight rating or gross vehicle weight of 26,001 or more pounds.
- Are designed to transport 16 or more passengers (including the driver).
- Are used to transport hazardous materials requiring placarding.

3. SAFETY-SENSITIVE FUNCTIONS

Drivers are subject to DOT alcohol and drug prohibitions at any time they are performing, ready to perform, or immediately after performing a "safety-sensitive function." These functions include:

- All time waiting to be dispatched at a City facility or public property.
- All time inspecting, servicing, or conditioning any CMV.
- All time spent at the driving controls of a CMV in operation.
- All time loading or unloading a vehicle, supervising the load, or giving receipts.
- All time spent performing driver requirements relating to accidents.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

4. DOT PROHIBITED CONDUCT

Covered drivers are strictly prohibited from engaging in the following behavior:

- **Alcohol Concentration:** Reporting for duty or remaining on duty requiring safety-sensitive functions with an alcohol concentration of **0.02 or greater**.
- **On-Duty Alcohol Use:** Consuming alcohol while performing safety-sensitive functions.
- **Pre-Duty Alcohol Use:** Consuming alcohol within **four (4) hours** prior to performing a safety-sensitive function.
- **Post-Accident Alcohol Use:** Consuming alcohol within **eight (8) hours** following an accident, or until undergoing a post-accident alcohol test, whichever occurs first.
- **Controlled Substances:** Reporting for duty or remaining on duty when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect their ability to safely operate a CMV.
- **CBD Products:** The DOT Office of Drug and Alcohol Policy and Compliance (ODAPC) warns that labeling on CBD products is unregulated. Use of CBD or legal hemp products that results in a positive drug test for marijuana will be treated as a strict DOT violation, regardless of the product's claimed THC content.

5. MANDATORY DOT TESTING TRIGGERS

Drivers will be tested for alcohol and controlled substances under the following six federally mandated conditions:

1. **Pre-Employment:** Conducted before a driver performs safety-sensitive functions for the first time or after a break in service of 30 days or more.

2. **Random:** Unannounced testing spread reasonably throughout the calendar year. Selection is made by a scientifically valid, computer-generated random method.

3. **Post-Accident:** Required following an accident involving a CMV on a public road if: (a) There is a fatality, or (b) The driver receives a moving traffic citation *and* any vehicle requires towing, or *and* any person requires immediate medical treatment away from the scene.

4. **Reasonable Suspicion:** Conducted when a trained supervisor observes specific, contemporaneous, physical, behavioral, speech, or performance indicators of drug or alcohol use.

5. **Return-to-Duty:** Required after a driver violates this policy before they can return to performing safety-sensitive duties.

6. **Follow-Up:** Unannounced testing directed by a Substance Abuse Professional (SAP) following a driver's return to duty. A minimum of 6 tests must be conducted in the first 12 months.

6. TESTING PROCEDURES (49 CFR PART 40)

All testing will be conducted in accordance with the strict integrity, privacy, and chain-of-custody protocols mandated by **49 CFR Part 40**.

- **Drug Testing:** Conducted via a split-specimen urine collection analyzed at a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. All laboratory results are reviewed by a licensed Medical Review Officer (MRO) before being reported to the City.
- **Alcohol Testing:** Conducted by a trained Breath Alcohol Technician (BAT) using an Evidential Breath Testing (EBT) device.

7. MANDATORY REQUIREMENT TO SUBMIT

All covered drivers **must submit** to any DOT-mandated drug or alcohol test requested by the City. Failure or refusal to do so is a direct violation of federal law and this policy.

8. REFUSAL TO TEST DEFINITIONS

Under DOT regulations, a refusal to test is legally equivalent to a positive test result. Refusals include, but are not limited to:

- Failing to appear for a test within a reasonable time as determined by the City.
- Failing to remain at the testing site until the testing process is complete.
- Failing to provide a sufficient urine or breath specimen without a valid medical explanation.
- Adulterating, substituting, or attempting to tamper with a specimen.

- Failing to permit a monitored or directly observed collection when ordered.
- Behaving in a confrontational manner that prevents the completion of the test.

9. CONSEQUENCES OF A POLICY VIOLATION

- **Immediate Removal:** Any driver who tests positive for controlled substances, has an alcohol concentration of **0.04 or greater**, or refuses a test must be **immediately removed from all safety-sensitive functions**.
- **Disciplinary Action:** In addition to federal mandates, violations will trigger city disciplinary protocols up to and including **immediate termination of employment**, as outlined in the City of Alma Employee Handbook.
- **Substance Abuse Professional (SAP) Mandatory Referral:** Regardless of termination, the City must provide the driver with a listing of qualified, DOT-certified SAPs. The driver cannot legally return to operating *any* CMV for *any* employer until completing the formal DOT SAP return-to-duty process.
- **BAC 0.02 to 0.039:** A driver found to have an alcohol concentration between 0.02 and 0.039 must be immediately removed from safety-sensitive functions for a minimum of 24 hours (or until their next scheduled duty period, whichever is longer), but this is not recorded as a DOT violation.

10. HEALTH EFFECTS OF CONTROLLED SUBSTANCES AND ALCOHOL

- **Alcohol:** A central nervous system depressant that impairs coordination, slows reaction times, alters depth perception, and distorts judgment. Chronic abuse leads to liver disease, heart damage, and severe addiction.
- **Marijuana / THC:** Impairs short-term memory, time perception, and motor coordination. Tracking ability and tracking responses are diminished, creating severe risk during vehicle operation.
- **Cocaine / Stimulants:** Cause temporary surges in energy followed by severe crashes, paranoia, and erratic driving behavior. Risks include sudden cardiac arrest.
- **Opioids / Narcotics:** Cause drowsiness, mental clouding, and severely slowed reflexes. Overdose can result in respiratory failure and death.
- **Amphetamines / Methamphetamine:** Cause agitation, hallucinations, and false perceptions of driving ability, significantly increasing reckless behavior on the road.

11. FMCSA DRUG AND ALCOHOL CLEARINGHOUSE REPORTING

The City of Alma is federally mandated to report the following information to the **FMCSA Drug and Alcohol Clearinghouse** within three (3) business days of occurrence:

- An alcohol confirmation test result with a concentration of 0.04 or greater.

- A verified positive drug test result.
- A refusal to submit to a DOT-mandated test.
- Actual knowledge that a driver has used alcohol or controlled substances on duty.
- The City's successful completion of a driver's Return-to-Duty test.
- The City's completion of a driver's follow-up testing program.

The City will also query the Clearinghouse annually for all covered drivers, and pre-employment queries will be conducted for all applicants.

DIVERSIFIED
BENEFIT SERVICES

Prepared for

City of Alma

September 11, 2026

50 Eligible Employees

Submitted by: Jason Gensler

☐ Flexible Spending Account

☑ **Retiree - Health Reimbursement Arrangement**

☐ Health Savings Account

☐ COBRA

☐ ERISA Wrap Documents

**Quote expires 90 days after date of proposal*

Local: (262) 367-3300
Toll Free: (800) 234-1229
Fax: (262) 367-5938

Diversified Benefit Services
625 Walnut Ridge Drive, Suite 190
Hartland, WI 53029

DBSbenefits.com

DIVERSIFIED
BENEFIT SERVICES

Table of Contents

	PAGE
Diversified Benefit Services, Inc.	1
The Company	1
Section 105 - Health Reimbursement Arrangements (HRAs)	2
HRA Overview	2
DBS HRA Services	3
HRA Plan Details	4
Section 105 - HRA Services and Fees	6
Standard HRA Services	6
Optional HRA Services	7

DIVERSIFIED
BENEFIT SERVICES

Diversified Benefit Services, Inc.

The Company

Diversified Benefit Services, Inc. (DBS) is a third party administration (TPA) firm dedicated to excellence in the design and third party administration of tax preferred account based reimbursement plans. Located in Hartland, Wisconsin, DBS is a privately held company with approximately 70 employees. DBS takes pride in its plan design and plan administration expertise as well as excellent customer service. Since 1987, DBS has provided extraordinary service to various employers including manufacturers, health systems, school districts, financial institutions, municipalities, and non-profit organizations. Our clients are located from coast to coast and range in size from 20 employees to over 25,000.

Services

DBS specializes in the design, communication, enrollment, compliance testing and third party administration of Section 125 Flexible Spending Accounts (125-FSAs), Section 105 Health Reimbursement Arrangements (105-HRAs), Section 132 Transportation Reimbursement Plans (132-TRPs), Section 223 Health Savings Accounts (223-HSAs) and other customized reimbursement plans. Pre-tax Premium Only Plans (POPs) and comprehensive plan enrollment services are offered as well in addition to COBRA administration. DBS reimburses either participants or providers directly - which is a unique service offered to clients with 105-HRAs. DBS also administers retiree and other customized reimbursement plans.

Experience and Knowledge

DBS is a leader in the industry with over 30 years of experience in designing, communicating and administering account based reimbursement plans. Our knowledgeable staff has assisted thousands of clients in implementing and administering their programs. Utilizing thoughtful listening, effective planning, and clear communication, the DBS team offers clients peace of mind and high levels of satisfaction with our services. DBS has conducted educational seminars on FSAs, HRAs, HSAs and other programs for Benefit Consulting firms, professional HR groups, Chambers of Commerce, and trade organizations. DBS is a member of ECFC (Employers Council on Flexible Compensation) which is a premier Washington D.C. based lobbying organization that promotes the most favorable regulatory environment for tax preferred benefit plans.

Communication

One of our most important value added services is our dedication to educating employees on the benefit services being provided. As an example, with our FSA program, DBS' effective communication allows our clients to achieve participation results in the 35%-60% range (the national average is 12%-20%). Our crystal clear education process can include employee announcement letters and interactive group informational meetings, individual enrollment sessions and online enrollment. There are several enrollment methods available for employers to choose from.

Technology

Along with our highly trained team, DBS utilizes state-of-the-art computer servers & systems as well as a robust software program known as **A.S.A.P.®**

Advanced Strategic Administration Program®

Our administration software is a proprietary system owned and developed by DBS and has helped position DBS as an industry leader in 125-FSA, 105-HRA, 132-TRP and 223-HSA administration. **A.S.A.P.®** allows employers and employees secure encrypted online account access to view transactions, balances, file claims and generate various reports. **A.S.A.P.®** is programmed to accept insurance carrier electronic claim data. The seamless claim processing has several options for reimbursements paid to participants and providers.

DIVERSIFIED
BENEFIT SERVICES

Health Reimbursement Arrangement

Overview

Rising health care costs are a major concern for employers. Organizations are searching for methods to reduce their total health care expenditures yet maintain a competitive benefit package.

DBS offers a unique benefit service that is designed to help employers control health costs. The service is called a **Health Reimbursement Arrangement (HRAs).**

Under Section 105 of the Internal Revenue Service code, employers can reimburse employees tax-free for substantiated medical expenses that qualify under Section 213(d). The HRA can be designed to reimburse some or all of 213(d) expenses. That being said, how do employers come up with the money to reimburse expenses?

Statistically, most employees are not high users of health care yet employers are paying more and more premiums for health plans. Because of this employers can alter their health plan design – increase deductibles, co-insurance amounts and co-pay levels in order to decrease premiums. They then use the premium savings to reimburse employees a pre-determined portion of their qualified expenses applied toward the deductible, co-insurance, and co-pays. If an employee does not incur expenses, the premium savings stays with the employer.

There is also an added feature with a HRA that injects consumerism into the health care market. With an HRA, if an employee does not reach the pre-determined reimbursement levels for a given year, he/she can be credited with a set amount of dollars to be used for the next year's potential expenses. This is known as a rollover option that employers can design into their HRA.

Employees know that their out-of-pocket expenses for deductibles, co-pays, and co-insurance will increase over time while the employer contribution to the HRA may not. It benefits employees to begin asking questions about their health care so that they can accumulate a pool of dollars should they have a major expense in the future. Is there a generic equivalent for the name brand prescription drug they are taking? Do they need to go to the doctor for a simple sniffle? Is there an equally effective hospital that costs less for outpatient surgery?

There are many plan design options that employers have with the HRA. If rollover is chosen a cap can be established on how much is accumulated in the arrangement. Employers can also determine how much of the accumulated dollars can be reimbursed in a given year. The employer also determines whether dollars are credited to employees at the beginning of the year or on a monthly basis.

DIVERSIFIED
BENEFIT SERVICES

DBS HRA Services

DBS specializes in HRA plan design, communication, implementation, record- keeping and claims adjudication.

DBS program management provides:

- Coordination with your existing agent or consultant
- No requirement to change insurance providers
- Possible insurance carrier eligibility and claim feed option
- Plan design options and completion of a plan design guide
- Legal documentation
- Group presentation(s)/webinars to employees
- Customized employee HRA instruction sheet
- Plan reimbursement tracking using our flexible DBS designed HRA software
- Reimbursement request claim forms for employees
- Secure electronic claim file transfer from the insurance carrier to DBS
- Pay the Provider for certain plan designs
- Dedicated Claims Specialist
- Online claims filing
- Mobile App claims filing
- Daily processing of reimbursement requests and weekly reimbursements
- Electronic funds transfer to cover reimbursements
- Direct Deposit or checks as reimbursement options
- Employer reporting
- On-line account balance information
- Toll-free customer support telephone number
- SBC form generator

The following pages describe in more detail the services provided.

DIVERSIFIED
BENEFIT SERVICES

HRA Plan Details

How the Plan Works

- Employer works with their insurance consultant to implement health plan changes, which may decrease premium costs and increase employee out-of-pocket costs.
- Employees incur medical expenses that are applied to deductibles, co-insurance, co-pays, etc.
- Employees turn in Explanation of Benefit forms or other documentation to DBS for substantiation and reimbursement or an electronic claim file can be sent to DBS by certain insurance carriers.
- DBS reimburses employees or providers (for certain HRAs) a pre-determined amount based on an employer's plan design.
- The difference between the premium saved and what DBS reimburses employees is employer savings!

Plan Set-Up

- DBS completes a Plan Design Guide with the employer reviewing options such as reimbursement limits, eligible expenses for reimbursement, crediting of dollars to employees HRAs, rollover limits, and plan caps.
- Employer provides the names of each covered employee and family member(s), their social security numbers, and coverage type via paper reports or eligibility file.
- Employer provides DBS a sample Explanation of Benefits form from their insurance carrier.
- DBS will enter the plan information into its computer system and begin the implementation process.

HRA Requests and Submissions

- Employees receive instructions on filing reimbursement requests.
- Employees file requests directly with DBS via mobile app, online, fax, or mail.
- Employees send in copies of their Explanation of Benefits (EOB) forms with a DBS provided claims form attached to the EOB. The employee provides their name, employer, social security number and the amount of reimbursement on the form and sends it directly to DBS.
- DBS can also receive claim feed data from various insurance carriers making the claims process seamless.
- DBS substantiates the expense and reimburses employees via checks sent to the employees' home. Direct Deposit is an option
- Each time an employee receives reimbursement, he/she will be provided information on their account (balances, claims submitted, claims paid, and HRA dollars remaining).
- Reimbursements will occur every Friday. Requests received the previous Friday will be reimbursed the following Friday.

- If an employee is paid in error due to an insurance carrier mistake on an EOB form, then the employer is responsible for making amends with the employee.
- Potential "pay the provider" option available with certain HRAs and insurance carriers.

Financial Arrangements

- DBS has a Master HRA Account into which funds are transferred via ACH from the employer (only the amount to cover reimbursements) to DBS by DBS banking staff.
- DBS transfers funds via Electronic Funds Transfer (EFT) – no checks will be accepted.
- The amount needed to cover requests will be transferred weekly (or as necessary).
- The employer will receive a reimbursement report in advance of the EFT showing the amount to be transferred.

Plan Reporting

- Employers receive a Reimbursement Register each week showing the amount of money paid to each employee as well as the total transferred to the Master Account.
- Employers are setup as administrative users to log in to the online system to view reports such as the Transaction Ledger showing the account activity per person. The information shows year-to-date as well as monthly totals.

Changes in Coverage

- The employer is responsible for notifying DBS of any changes in coverage, i.e. single to family coverage, termination of employment, coverage changes, etc. via paper, online or eligibility file.
- If an employee terminates employment, DBS will pay requests submitted as long as the service was rendered before the termination date.
- DBS will reimburse employees on COBRA

HRA COBRA

- Employees must be offered HRA COBRA if the employer is subject to COBRA. This is the only time an employee may contribute dollars to the HRA.
- Contributions are on a monthly after-tax basis.
- Employers may allow for COBRA health insurance premiums to be paid from the HRA.

NOTE: Certain owners and their family members may not participate in the HRA. Please contact DBS for additional information.

DIVERSIFIED
BENEFIT SERVICES

105 - HRA Services and Fees

DBS Standard HRA Services

Service	Fee
I. Plan Document (First Year Only) • Completion of plan design guide • Preparation of the Plan Document 'as is' • Summary Plan Description • HIPAA Privacy Notice draft • Board Resolution	**$600** (First Year Only)
I. Plan Set-Up and Renewal (Per Plan Year) • Set up client demographics in A.S.A.P.® • Set up HRA plans and payment sequences • Create posting schedules • Provide employee instruction sheets • Group informational meetings onsite (travel and lodging extra when applicable) • Webinar sessions • Review and modify plans and coverage as needed • Set-up participants and coverage in A.S.A.P.®	**$3.50/covered employee** ($130 Minimum / $550 Maximum)
II. Monthly Administration Services • Set-up participants and plan year funding in A.S.A.P.® • Claims screening, adjudication, and entry or claim file import • Preparation & distribution of HRA reimbursements • Checks sent to participants or vendors • Direct deposit for participants only • Account reconciliation • Processing of new hires, coverage changes and terminations • Toll-free customer service number • On-Line A.S.A.P.® - employer and employee account viewing	**$4.65/pppm** ($120 Minimum) (plus postage reimbursement)

Optional Package Services on following page

DIVERSIFIED
BENEFIT SERVICES

DBS Optional HRA Services

Service	Fee
I. DBS Master Account / Direct Deposit of HRA Reimbursements • Set-up of participant account information in A.S.A.P.® • ACH transfer of funds to cover claims • Reimbursement to participant savings/checking account (if elected by employer) • Issue reimbursement checks from DBS Account	**Included**
II. Annual 5500 & SAR report preparation (if applicable*) • Data gathering and preparation of IRS 5500 form	**$405***
III. A.S.A.P. ® On-Line Account Viewing/Reports • Claims & Reimbursements • Reports / Balances • Secure payroll transfer to DBS • Status change and termination processing • Customer support • Plan materials	**Included**
IV. Debit Cards (Certain HRA Designs) • Set-up of participant account information in A.S.A.P.® • Communication and implementation of debit cards	**Included** ($5.00 card replacement fee)
V. Summary Plan Description • Employer receives a final copy and makes copies to distribute to employees	**No Charge**
VI. Claim and Enrollment Data Feed from Insurance Carriers • Accept FTP transfer for eligibility file from insurance carriers • Accept FTP transfer for claim file from insurance carriers	**No Charge**
VII. Patient Centered Outcome Research Trust Fund (PCOR) fees: Plan sponsors of HRAs that are integrated with a fully-insured group health plan and stand-alone HRAs are subject to a CER fee. The fee will go towards the funding of the Patient-Centered Outcomes Research Institute as created by the Patient Protection and Affordable Care Act. The fee applies to the first plan year beginning on or after 10/1/2012. The fee for plan years ending after 9/30/2025 and before 10/1/2026 is $3.84 (three dollars) multiplied by the average number of covered lives (and subject to change thereafter). The fee must be paid by Plan Sponsors using Form 720 – the "Quarterly Federal Excise Tax Return". It must be paid annually by July 31st of the calendar year immediately following the last day of the plan year.	**Employer Pays**

Quote expires 90 days after date of proposal

DIVERSIFIED
BENEFIT SERVICES

Please complete the below fields and return to your Sales Executive to initiate the plan design process.

_____

Complete legal name of business to be used for document preparation

_____

Signature of authorized company representative

TURNBELL MASONRY
126 East 8th • Buffalo City, WI 54622
phone (608) 248-3125 cell (608) 630-4860

ESTIMATE FOR CITY OF ALMA
INSTALLING NEW STAIRWAY WALLS
AND REPAIRING STAIRWAY WALLS
2ND STREET ALMA WI.

We are pleased to submit the following quotation for your consideration:

Quantity	Description	Unit price	Amount
NORTH WALL	DEMOLITION OF STAIRWAY RETAINING		15000.00
STAIR WALLS	WALLS AND INSTALL NEW WALLS		
	WITH CONCRETE BLOCK WITH		
	CONCRETE CAP (MATERIALS ALSO)		
SOUTH WALL	FIX CONCRETE BLOCK THAT ARE		7500.00
STAIR WALLS	BROKEN AND WALL CAP		
	(MATERIALS ALSO)		

AFTER NOV. 1 ADD 15%

Signature TOTAL $ 22500.00

City of Alma
Office of the Mayor

Proclamation

WHEREAS, hunting is enshrined in Wisconsin's state constitution and etched into our shared history, creating opportunities to bond with nature while acting as a source of healthy food for hunters, their families, and local food assistance programs; and

WHEREAS, the Wisconsin Department of Natural Resource's (DNR) Deer Donation Program, administered with counties and local partners, is a practical solution to combating hunger and embraces the role of hunting as a vital component of Wisconsin communities and culture; and

WHEREAS, promoting the Wisconsin tradition of sharing our wild game harvests takes on even greater significance as we strive to protect the future of hunting and promote it as a food source, a right, and an essential wildlife management tool; and

WHEREAS, Wisconsinites are encouraged to gain a greater understanding and awareness of food insecurity and how it impacts our nation, state, and local communities; and

WHEREAS, hunger is a problem we can help solve together through established donation programs, such as the Wisconsin DNR's Deer Donation Program or other independent "Hunt for the Hungry" efforts, so that one day hunger no longer exists in our state; and

WHEREAS, in the City of Alma, November has been declared "Deer Donation Month" and we encourage all hunters to donate surplus wild game as private acts of generosity or through organized programs like the Wisconsin DNR's Deer Donation Program and we ask all to financially support local hunger relief efforts as we prepare to celebrate Thanksgiving and the season of giving;

Richard Champeny
Mayor of City of Alma

Dated at Alma, Wisconsin this 15th day of October, 2026.

FINANCIAL REPORT SEPTEMBER 2026

Reprint Receipt Register - Quick Report

GENERAL FUND — ALL Receipts

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Receipt Nbr	Receipt Date	Payor	Amount
22191	9/30/2026	KWIK TRIP STORES #802	2,720.00
22192	9/30/2026	DUMPSTER PERMITS	75.00
22193	9/30/2026	MISCELLANEOUS CLOSEOUT OF KITTY	188.14
22194	9/30/2026	CITY HALL GARBAGE BAG SALES	166.00
22194	9/30/2026	CITY HALL CORRECTION TO 9/29 AMOUNT	-3.50 TOTAL AMOUNT $162.50
22195	9/30/2026	HARTMAN, JAMES (1) MEMORIAL CEMETERY LOT	600.00
22196	9/30/2026	PARKING VIOLATIONS	195.00
22197	9/30/2026	BOAT LAUNCH FEES - MARINA	726.50
22198	9/30/2026	BOAT LAUNCH FEES-SOUTH LANDING	883.50
22198	9/30/2026	BOAT LAUNCH FEES-SOUTH LANDING CORRECTION- WRONG DAILY AMOUNT	-310.74 TOTAL AMOUNT $572.76
22199	9/30/2026	CAMPING RECEIPTS	1,660.00
22200	9/30/2026	BOAT LAUNCH FEES-BRECKOW'S LANDING	142.10
22201	9/30/2026	LIBRARY RECEIPTS	102.20
22202	9/30/2026	BUFFALO COUNTY CLERK OF CIRCUIT COURT	70.00
22203	9/30/2026	LANDFILL RECEIPTS	100.00
22204	9/30/2026	SIDEWALK ENCROACHMENT PERMITS	10.00
22205	9/30/2026	SCHAMAUN, GLENN PURCHASE OF 4 MEMORIAL CEMETERY LOTS	2,400.00
22206	9/30/2026	GROSS, ROBERT FAMILY PURCHASED GRAVE MARKING	50.00
22207	9/30/2026	BEACH RECEIPTS SHOWER QUARTERS	6.00
22208	9/30/2026	PARK RECEIPTS	63.50
22209	9/30/2026	SCHAMAUN, ROCHELLE	650.00
22210	9/30/2026	HUNGERFORD, LORENA QUARTERLY MOBILE HOME TAXES	114.99
22211	9/30/2026	ALMA LITTLE LEAGUE COACHES WAGES REIMB.	3,975.00
22212	9/30/2026	MUNN, CHRISTOPHER VARIANCE APPLICATION	275.00

Reprint Receipt Register - Quick Report

GENERAL FUND ALL Receipts

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Receipt Nbr	Receipt Date	Payor	Amount
22213	9/30/2026	KORDIAK, DANIEL VARIANCE APPLICATION	275.00
22214	9/30/2026	DONATIONS-BUENA VISTA PARK	103.30
22215	9/30/2026	RTP, INC	100.00
22216	9/30/2026	BUFFALO COUNTY TREASURER	949.22
22217	9/30/2026	BANK OF ALMA - CAP X 2020	22,913.51
22218	9/30/2026	CITY OF ALMA - SEWER DEPARTMENT	1,945.00
22219	9/30/2026	BANK OF ALMA - BUILDING LOAN LOAN DRAW #9 FOR L&P INVOICES	3,787.50
22220	9/30/2026	BANK OF ALMA - BUILDING LOAN LOAN DRAW #10	14,202.88
		Grand Total	59,135.10

Reprint Check Register - Quick Report - ALL

GENERAL FUND — ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	9/29/2026	BANK OF ALMA - ELAN CREDIT CARD PAYMENTS	6,838.40
Manual Check		BEAUTIFICATION	
ACH	9/29/2026	BANK OF ALMA - ACH- DENTAL	450.90
Manual Check		DENTAL PREMIUM PMT/DUE DATE 9/1/26	
ACH	9/29/2026	BANK OF ALMA - QUARTZ HEALTH INSURANCE	9,233.66
Manual Check		GENERAL EMPLOYEE HEALTH INS	
ACH	9/29/2026	BANK OF ALMA - AUDIT	1,100.00
Manual Check			
ACH	9/29/2026	BANK OF ALMA - WI RETIREMENT SYSTEM	4,296.04
Manual Check		GEN. EMPLOYEE RETIREMENT FOR NOV 2025	
ACH	9/29/2026	WI DEPARTMENT OF NATURAL RESOURCES	1,945.00
Manual Check		LANDFILL/INTERIM OPERATOR LIC/\CAL	
ACH	9/29/2026	BANK OF ALMA-FED. WITHHOLDINGS	1,325.32
Manual Check		FEDERAL WITHHOLDING FOR PAYROLL	
ACH	9/29/2026	BANK OF ALMA-FICA/MED	3,191.36
Manual Check		FICA WITHHOLDING AND*	
ACH	9/29/2026	BANK OF ALMA-DEFERRED COMP	160.00
Manual Check		EMPLOYEE/DEFERRED COMP PAYROLL 9/5/26	
ACH	9/29/2026	BANK OF ALMA-DEFERRED COMP	160.00
Manual Check		EMPLOYEE/DEFERRED COMP PAYROLL 9/19/26	
ACH	9/29/2026	BANK OF ALMA-FED. WITHHOLDINGS	1,280.39
Manual Check		FEDERAL WITHHOLDING FOR PAYROLL	
ACH	9/29/2026	BANK OF ALMA-FICA/MED	3,011.85
Manual Check		FICA WITHHOLDING AND*	
ACH	9/29/2026	BANK OF ALMA - AFLAC	537.70
Manual Check		AFLAC FOR PAYROLL 9/25/26	
ACH	9/29/2026	XCEL ENERGY-STREET LIGHTS	1,096.37
Manual Check		STREET LIGHTS-ELECTRICAL	
ACH	9/29/2026	XCEL ENERGY	1,667.44
Manual Check		BEACH HARBOR / ELECTRICAL UTILITY	
ACH	9/29/2026	BANK OF ALMA - ST WH	1,463.06
Manual Check		SEPTEMBER 2026 WI STATE WITH-HOLDING	
ACH	9/29/2026	XCEL ENERGY-SIREN	18.61
Manual Check		SIREN ELECTRICITY	
ACH	9/29/2026	XCEL ENERGY	515.30
Manual Check		RIVERLAND BUILDING ELECTRIC	
ACH	9/30/2026	BANK OF ALMA - BUILDING LOAN	100.00
Manual Check		DONATION ON LOAN 19147	

Reprint Check Register - Quick Report - ALL

GENERAL FUND ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	9/30/2026	BANK OF ALMA - FEES	50.00
Manual Check		CASH MANAGEMENT/DIRECT DEPOSIT SYSTEM	
ACH	9/30/2026	CITY OF ALMA - SEWER DEPARTMENT	1,945.00
Manual Check		REFUNDED MONEY TRANSFERED TO PAY DNR BIL	
ACH	9/30/2026	CITY OF ALMA - SEWER DEPARTMENT	25,000.00
Manual Check		TRANSFER TO COVER EXPENSES	
ACH	9/23/2026	ATMOSPHERE CI	3,686.32
Manual Check		DOWNPAYMENT ON COUNCIL DESK	
V85	9/11/2026	AUSTIN, OLIVIA	102.05
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V86	9/11/2026	BARTZ, BERNARD	950.32
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V87	9/11/2026	COOK, SARAH	58.22
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V88	9/11/2026	GREEN, KIERRA	574.00
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V89	9/11/2026	HANDKE, MICHAELA	1,606.94
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V90	9/11/2026	HEROLD, NICOLE	528.34
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V91	9/11/2026	LOEWENHAGEN, CALVIN R.	684.12
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V92	9/11/2026	MUELLER, GREGORY	1,428.62
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V93	9/11/2026	PETERSON, JESSE	1,683.33
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V94	9/11/2026	PETTERSEN, LAURA	698.17
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V95	9/11/2026	REED, CHLOE	523.42
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V96	9/11/2026	REED, JACKSON	382.77
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V97	9/11/2026	REED, SHARAYA	1,953.09
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V98	9/11/2026	WICK, JOSEPH D.	1,872.07
Manual Check		Pay period 08/23/2026 to 09/05/2026	
V99	9/25/2026	AUSTIN, OLIVIA	60.03
Manual Check		Pay period 09/06/2026 to 09/19/2026	

GENERAL FUND ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
V100	9/25/2026	BARTZ, BERNARD	1,254.16
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V101	9/25/2026	COOK, SARAH	29.11
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V102	9/25/2026	GREEN, KIERRA	420.03
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V103	9/25/2026	HANDKE, MICHAELA	1,509.17
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V104	9/25/2026	HEROLD, NICOLE	479.35
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V105	9/25/2026	LOEWENHAGEN, CALVIN R.	652.31
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V106	9/25/2026	MUELLER, GREGORY	1,377.95
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V107	9/25/2026	PETERSON, JESSE	1,398.48
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V108	9/25/2026	PETTERSEN, LAURA	1,146.15
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V109	9/25/2026	REED, JACKSON	429.49
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V110	9/25/2026	REED, SHARAYA	1,844.02
Manual Check		Pay period 09/06/2026 to 09/19/2026	
V111	9/25/2026	WICK, JOSEPH D.	1,590.99
Manual Check		Pay period 09/06/2026 to 09/19/2026	
55393	9/03/2026	QUARBERG CONSTRUCTION LLC	13,600.00
		PAVILLION AT BEACH	
55394	9/11/2026	HENTHORN, THOMAS	323.78
Manual Check		Pay period 08/23/2026 to 09/05/2026	
55395	9/11/2026	MOHAM, MICHAEL	1,302.09
Manual Check		Pay period 08/23/2026 to 09/05/2026	
55396	9/11/2026	RIECK, DALE	374.18
Manual Check		Pay period 08/23/2026 to 09/05/2026	
55397	9/09/2026	AFFORDABLE SEPTIC SERVICE	3,240.00
		LANDFILL	
55398	9/09/2026	ALEX AIR APPARATUS 2 LLC	8,500.00
55399	9/09/2026	BUFFALO COUNTY NEWS	137.00
		COUNCIL PUBLICATION /SUBSCRIPTION	

GENERAL FUND ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
55400	9/09/2026	BUFFALO COUNTY SHERIFF'S OFFICE INV00367 6/14/26-6/27/26 WAGES	9,164.72
55401	9/09/2026	CASTLEROCK MUSEUM, INC. FIRE IN THE SHIRE	300.00
55401	9/09/2026 Manual Check	CASTLEROCK MUSEUM, INC. VOID	-300.00
55402	9/09/2026	COLLINS PLUMBING, INC. 38394 STREETS	278.41
55403	9/09/2026	COMPUTER WIZARDS LLC COMPUTER TROUBLESHOOTING- DEPUTY COMP	90.00
55404	9/09/2026	CONWAY SHIELD 0557507	493.50
55405	9/09/2026	CULLIGAN WATER CONDITIONING WATER/CITY HALL SUPPLIES -ACCT#4046694-2	70.20
55406	9/09/2026	FOEGEN'S AUTO FIX IT SHOP DEDUCTIBLE FOR TAHOE REPAIRS	500.00
55407	9/09/2026	GENCOMM BATTERIES	1,365.75
55408	9/09/2026	INTERSTATE BUILDING SUPPLY INV622526	389.20
55409	9/09/2026	INTERSTATE BUILDING SUPPLY BEACH PAVILLION	1,693.50
55410	9/09/2026	JOHNSON & SCOFIELD, INC.	1,800.00
55411	9/09/2026	KWIK TRIP INC. FIRE DEPT. GAS	148.40
55412	9/09/2026	LIEN & PETERSON ARCHITECTS ALMA FIRESTATION REMODEL	3,787.50
55413	9/09/2026	PER MAR - SECURITY SERVICES INV.3933495 SECURITY	123.51
55414	9/09/2026	RENT-A-FLASH HANDICAP SWING SIGN FOR RIECKS AND BUENA	56.79
55415	9/09/2026	SAFE-FAST, INC. VESTS FIRE DEPT- #INV327772 #INV329025	1,397.66
55416	9/09/2026	SCHILLING SUPPLY COMPANY PARK SUPPLIES	1,179.05
55417	9/09/2026	WASTE TRANSPORT, LLC-JARED M. CYRUS 6 YD DUMPSTER PICK UP WEEKLY	165.00

Reprint Check Register - Quick Report - ALL

GENERAL FUND ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
55418	9/09/2026	CASTLEROCK MUSEUM, INC. FIRE IN THE SHIRE	2,000.00
55419	9/22/2026	BANK OF ALMA - OPERATION LOAN 3178 September Payment for #23178	3,791.00
55420	9/22/2026	BANK OF ALMA - RIVERLAND ENERGY BUILDING September Payment for #19126	1,256.13
55421	9/22/2026	BANK OF ALMA- OPERATION LOAN #19155 September Payment Operation Loan #19155	3,412.39
55422	9/22/2026	BANK OF ALMA-DUMP TRUCK LOAN September Payment for #19141	1,213.69
55423	9/22/2026	BANK OF ALMA-FIRE TRUCK LOAN September Payment for #27917	3,397.70
55424	9/22/2026	BANK OF ALMA-OPERATION LOAN #2 19095 September Loan Payment for #19095	1,272.91
55425	9/22/2026	BANK OF ALMA-PLOW TRUCK LOAN Sept. Loan Payment for #19034	1,284.80
55426	9/22/2026	BANK OF ALMA-RETAINING WALL LOAN September Payment for #19129	3,035.00
55427	9/25/2026 Manual Check	HENTHORN, THOMAS Pay period 09/06/2026 to 09/19/2026	323.78
55428	9/25/2026 Manual Check	MOHAM, MICHAEL Pay period 09/06/2026 to 09/19/2026	1,167.93
55429	9/25/2026 Manual Check	RIECK, DALE Pay period 09/06/2026 to 09/19/2026	374.18
55430	9/22/2026	AT&T MOBILITY CLERK CELL PHONE	84.36
55431	9/22/2026	AUDIO DESIGNS INCORPORATED INV: 36325	4,659.88
55432	9/22/2026	AUDIO DESIGNS INCORPORATED INV:36324	4,099.93
55433	9/22/2026	CITY OF ALMA - SEWER & WATER DEPARTMENTS GARAGE/ WATER & SEWER	4,104.26
55434	9/22/2026	COCHRANE CO-OP TELEPHONE CITY HALL - INTERNET	232.74
55435	9/22/2026	FLOW-RITE PIPE & SEWER SERVICES, LLC STORM SEWER MAINT INV:1676	750.00
55436	9/22/2026	HANDKE, MICHAELA MILEAGE REIMBURSEMENT FOR 9/3/26-9/18/26	10.23

Reprint Check Register - Quick Report - ALL

GENERAL FUND ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee		Amount
55437	9/22/2026	KELLY'S KOMPUTERS INV. 4096 MAINTENANCE		390.00
55438	9/22/2026	LIEN & PETERSON ARCHITECTS CITY HALL REMODEL		1,000.00
55439	9/22/2026	PETTERSEN, LAURA REIMBURSEMENT FOR SUPPLIES		15.67
55440	9/22/2026	WELCH'S AUTO SUPPLY MACHINE REPAIR INV:0123569		754.49
55441	9/24/2026	AUDIO DESIGNS INCORPORATED Remainder of Inv: 36324		766.75
55442	9/25/2026	INTERSTATE BUILDING SUPPLY BEACH		17.60
55443	9/25/2026	ORKIN PEST CONTROL ACCT#28561184		436.50
55444	9/25/2026	RUFF, GARY 1 MEETING 9/9/2026		50.00
55445	9/25/2026	TDS POLICE/PHONE UTIL		475.73
			Grand Total	184,867.31

Reprint Receipt Register - Quick Report

SEWER DEPARTMENT CHECKING — ALL Receipts

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Receipt Nbr	Receipt Date	Payor	Amount
1091	9/30/2026	CITY OF ALMA-GENERAL ACCOUNT	1,945.00
1092	9/30/2026	CITY OF ALMA-GENERAL ACCOUNT	25,000.00
UTILITY	9/11/2026	Utility Receipts - SEWER - 09/11/2026	1,075.17
UTILITY	9/11/2026	Utility Receipts - SURCHARGE - 09/11/2026	8.49
UTILITY	9/21/2026	Utility Receipts - SEWER - 09/21/2026	8,388.38
UTILITY	9/21/2026	Utility Receipts - SURCHARGE - 09/21/2026	48.30
UTILITY	9/28/2026	Utility Receipts - SEWER - 09/28/2026	32,588.94
UTILITY	9/28/2026	Utility Receipts - SURCHARGE - 09/28/2026	213.81
UTILITY	9/29/2026	Utility Receipts - SEWER - 09/29/2026	2,192.86
UTILITY	9/29/2026	Utility Receipts - SURCHARGE - 09/29/2026	16.34
1093	9/30/2026	SEWER USERS: SEWER UTILITY TOTAL RECIEPTS	42, 245.35
1094	9/30/2026	SEWER USERS: SURCHARGE UTILITY TOTAL REC.	286.94

Grand Total: $69, 477.29

Reprint Check Register - Quick Report - ALL

SEWER DEPARTMENT CHECKING ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH Manual Check	9/29/2026	XCEL ENERGY LIFT STATION /ELECTRICAL UTIL	88.66
ACH Manual Check	9/29/2026	XCEL ENERGY SEWER/ELECTRICAL UTIL	3,151.82
ACH Manual Check	9/29/2026	XCEL ENERGY LIFT STATION /ELECTRICAL UTIL	93.02
ACH Manual Check	9/29/2026	BANK OF ALMA - ELAN CREDIT CARD PAYMENTS TRAINING & ED.	129.23
ACH Manual Check	9/29/2026	BANK OF ALMA - AUDIT	1,100.00
8185	9/22/2026	BANK OF ALMA-SEWER LOAN LIFT STATION #2 September Loan Payment #19069	1,556.25
8186	9/22/2026	AT&T MOBILITY SEWER DEPT CELL PHONE	42.18
8187	9/22/2026	CITY OF ALMA - SEWER & WATER DEPARTMENTS SEWER/ JUNE 2026/WATER & SEWER BILL	423.12
8188	9/22/2026	CITY OF ALMA-GENERAL ACCOUNT WAGES PAID FOR 8/28/26	11,596.86
8189	9/22/2026	COMMERCIAL TESTING LABORATORY INC. SEWER/TESTING	2,699.40
8190	9/22/2026	DAVY ENGINEERING CO. AMMONIA NITROGEN REPORT	2,521.54
8191	9/22/2026	DAVY LABORATORIES INV#26H0229	323.00
8192	9/22/2026	DIGGERS HOTLINE INC. INV NO. 260 8 64251	1.90
8193	9/22/2026	E & B SCALE COMPANY SEWER/MAINTENANCE INV#8245	175.00
8194	9/22/2026	MARTELLE WATER TREATMENT INV:32207	642.70
8195	9/22/2026	R.J.JUROWSKI CONSTRUCTION, INC. BILLING #2 CHEMICAL ADDITION	44,176.33
8196	9/22/2026	REDMOND ENVIRONMENTAL INV.12301	454.63
8197	9/22/2026	TWIN BLUFF ELECTRIC INVOICE NO. 1998	4,721.59
8198	9/22/2026	WELCH'S AUTO SUPPLY SUPPLIES (INV 015506	293.48

10/13/2026 3:10 PM Reprint Check Register - Quick Report - ALL

SEWER DEPARTMENT CHECKING ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
8199	9/25/2026	CITY OF ALMA-GENERAL ACCOUNT WAGES PAID FOR 9/25/26	4,537.01
8201	9/30/2026	CITY OF ALMA-GENERAL ACCOUNT TRANSFER TO GENERAL TO REIMB FOR DNR PAY	1,945.00
		Grand Total	80,672.72

10/13/2026 3:12 PM Reprint Receipt Register - Quick Report

WATER DEPARTMENT CHECKING ALL Receipts

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Receipt Nbr	Receipt Date	Payor	Amount
1924	9/30/2026	CONTRACT CLEANERS	83.30
1925	9/30/2026	WESTERN WISCONSIN TITLE SERVICES, LLC	20.00
UTILITY	9/11/2026	Utility Receipts - WATER - 09/11/2026	348.61
UTILITY	9/21/2026	Utility Receipts - WATER - 09/21/2026	1,527.29
UTILITY	9/28/2026	Utility Receipts - WATER - 09/28/2026	9,580.91
UTILITY	9/29/2026	Utility Receipts - WATER - 09/29/2026	253.11
1926	9/30/2026	WATER USERS: TOTAL UTILITY RECIEPTS	11, 709.92

Grand Total: $11,813.22

10/13/2026 3:10 PM Reprint Check Register - Quick Report - ALL

WATER DEPARTMENT CHECKING ALL Checks

Posted From: 9/01/2026 From Account:
Thru: 9/30/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH Manual Check	9/29/2026	BANK OF ALMA - ELAN CREDIT CARD PAYMENTS SUPPLIES & EXPENSES	33.58
ACH Manual Check	9/29/2026	XCEL ENERGY WELL 1(1581-KWHS)-WELL 2(1321-KWHS)	596.53
ACH Manual Check	9/29/2026	BANK OF ALMA - AUDIT	1,100.00
9444	9/22/2026	BANK OF ALMA - WATER PROJECT LOAN 19101 September Payment #19101	1,563.66
9445	9/22/2026	AQUAFIX INC WATER SUPPLIES INV #013551	1,352.00
9446	9/22/2026	AQUAFIX INC WATER SUPPLIES INV #013551	307.65
9447	9/22/2026	BUFFALO COUNTY DEPT OF HEALTH & HUMAN SERVICE H2O TEST/BACTERIA SAMPLES	25.00
9448	9/22/2026	CITY OF ALMA-GENERAL ACCOUNT WATER/WAGE REIMBURSEMENT FOR 8/28/26	8,868.01
9449	9/22/2026	HYDROCORP LLC INV #CI-15105	250.93
9450	9/22/2026	MARTELLE WATER TREATMENT SUPPLIES	646.20
9451	9/22/2026	MISSISSIPPI WELDERS SUPPLY CO., INC. WATER SUPPLIES-TOOLS INV #3896412	40.00
9452	9/22/2026	USA BLUE BOOK WATER REPAIRS INV01052739	706.26
9453	9/22/2026	WISCONSIN RURAL WATER ASSOCIATION SYSTEM MEMBERSHIP RENEWAL-INVOICE#S7232	340.00
9454	9/22/2026	WISCONSIN STATE LAB OF HYGIENE INVOICE NUMBER 30049655	66.00
9455	9/25/2026	CITY OF ALMA-GENERAL ACCOUNT WATER/WAGE REIMBURSEMENT FOR 9/25	2,581.34
		Grand Total	18,477.16

TREASURER'S REPORT September 2026

	GENERAL	WATER	SEWER	SHAWNEE ESTATES
Beginning Bal.	174,818.57	-28,900.07	-31,410.26	19,530.00
Disbursements	-184,100.56	-18,477.16	-80,672.72	0.00
Receipts	59,135.10	11,813.22	71,477.29	11,285.00
ENDING BALANCE	**$49,853.11**	**-$35,564.01**	**-$40,605.69**	**$30,815.00**

GENERAL ACCOUNT INVESTMENTS:

MONEY MARKET:	Beginning Balance	$ 6,216.06	8/31/26
	Interest	10.22	9/30/26
	ENDING BALANCE	$ 6,226.28	9/30/26

SEWER DNR ACCOUNT INVESTMENTS:

MONEY MARKET:	BALANCE	$ 75,957.56	8/31/26
	Interest	124.86	9/30/26
	ENDING BALANCE	$ 76,082.42	9/30/26

SEWER CONSERVANCY/LIBRARY CONTINGENCY FUND:

MONEY MARKET:	BEGINNING BALANCE	$ 51,381.65	8/31/26
	Interest	84.46	9/30/26
	ENDING BALANCE	$ 51,466.11	9/30/26

CEMETERY PERPETUAL CARE INVESTMENTS:

MONEY MARKET $57,773.61 8/31/26
Deposit $200.00 9/17/26
Deposit $800.00 9/29/26
95.21 Interest
$58,868.82 TOTAL

SHAWNEE ESTATES:

Beginning Balance: $19,530.00 12/31/25
Deposit: $11,285.00 9/16/26
Ending Balance: $30,815.00 9/30/26

CAP X2020 MONEY MARKET:

Beginning Balance $88,980.27 8/31/26
Pavillion at Beach -$22,913.51 9/10/26
Interest $114.69 9/30/26
Ending Balance $66,181.45 9/30/26

BUENA VISTA BEAUTIFICATION FUND:

Beginning Balance --- $2,699.79 8/31/26
Interest 4.44 9/30/26
Ending Balance--- $2,704.23 9/30/26

LOANS - DETAIL

PLOW TRUCK LOAN 10/01/26
Loan #19034-
Principal $8,535.12
Interest 8.43
$8,543.55

OPERATIONAL LOAN 10/01/26
Loan #23178-
Principal $591,102.32
Interest 664.99
$591,767.31

2ND OPERATIONAL LOAN 10/01/26
Loan #19095-
Principal $ 200,000.00
Interest 5,048.21
Balance $ 205,048.21

Retaining Wall N 2nd St 10/01/26
Loan #19129
Principal $468,384.48
Interest 526.93
Balance $468,911.41

LIFT STATION #2 LOAN 10/01/26
Loan #19069-
Principal $71,348.95
Interest 80.26
$71,429.21

WRS LIABILITY LOAN 10/01/26
Loan #29948-
Principal $26,058.50
Interest 491.12
$26,491.12

Freightliner Loan 10/01/26
Loan #19141
Principal $52,462.48
Interest 59.02
Balance $52,521.50

Riverland Building Remodel 10/01/26
Loan #19147
Principal $746,986.77
Interest 5,982.15
Balance $752,968.92

FIRE TRUCK LOAN 10/01/26
Loan #27917-
Principal $ 260,264.91
Interest 309.06
Balance $ 260,573.97

Water Project Loan 10/01/26
Loan #19101-
Principal $139,995.97
Interest $157.49
$140,153.46

Riverland Energy Building Loan 10/01/26
Loan #19126-
Principal $330,000.00
Interest $660.00
$330,660.00

Short-Term Operation Loan 10/01/26
Loan #19155-
Principal $217,229.73
Interest 230.80
$217,460.53