



CITY OF MENOMONIE
COUNCIL MEETING
CITY COUNCIL CHAMBERS
7:00 PM



City of Menomonie
800 Wilson Ave
1st Floor

Monday – December 18, 2023

AMENDED AGENDA

Pledge of Allegiance

1. Roll Call & Special Recognitions

2. Approval of Minutes

3. Public Hearings

4. Public Comments

5. Unfinished Business

6. New Business

- a. School District of the Menomonie Area Referendum Presentation by Dr. Joseph Zydowsky – discussion only (No Action)
- b. Presentation by Neil Koch regarding private wells and septic systems – discussion only (No Action)
- c. Change Order #7 for Stepping Stones – discussion and possible action.
- d. Consideration of Liability Insurance carrier – discussion and possible motion approving
- e. Consideration of Enterprise Financial Solution – discussion and possible motion approving
- f. Appointments of 2024/2025 Election Inspectors – discussion and possible motion of appointment
- g. Consideration of Agreement with Rent.Fun for Kayak Rental Kiosk at Lakeside Park – discussion and possible action.
- h. Consideration of Updated Lease Agreement with Christmas Miracle, Inc. – discussion and possible action.

7. Budget Transfers

8. Mayor's Report

9. Communications and Miscellaneous Business

- a. January City Council Meetings will be on January 8 and January 22.
- b. January Plan Commission Meeting will be on January 29.

10. Claims

11. Licenses

- a. Normal license list

12. Closed

13. Return to Open Session

14. Adjourn

"PUBLIC ACCESS"

NOTE: Members of the public may continue to view City Council meetings via Zoom Teleconference /Video Conference or, over the internet by going to <https://zoom.us/join> (URL for Zoom meeting), or by calling 1 312 626 6799. The Access Code for the meeting is **875 3880 9382**. Please note: this is for viewing purposes **ONLY**. If you wish to participate, you must appear in person at the meeting.

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 232-2221.

City Council Agenda

Staff Comments

Monday – December 18, 2023



6. New Business

- A. Dr. Joseph Zydowski from the Menomonie School District will discuss the upcoming School District Referendum and answer any questions. This is the link to more information about the referendum: https://www.sdmaonline.com/district_information/referendum_information. This presentation is for information only with no action to be taken.
- B. Neil Koch will present information regarding private wells and septic systems in the Menomonie area. This presentation is for information only with no action to be taken.
- C. Enclosed is Change Order #7 for the Stepping Stones project. For grant purposes, the City must approve all changes to the contract. Staff has reviewed the change request and recommends approval of change order #7. If the City Council concurs, the appropriate motion would be: Approve Change Order #7 with Cedar Falls Building Systems for the Stepping Stones Homeless Shelter project for a deduct of \$5,983.56.
- D. The Mayor and Administration are recommending the council approve terminating liability insurance with our current carrier, EMC Insurance, and entering into an agreement with CIC Insurance. The Administration sought out quotes after learning EMC's rates would increase. Quotes were received from the League of Wisconsin Municipalities Mutual Insurance Company, EMC Insurance, and CIC Insurance. CIC Insurance produced the lowest quote (with Workers Comp dividend: \$443,226 to \$497,372) with equitable coverage compared to our current provider. If the Common Council supports purchasing CIC Insurance as the City's liability insurance provider the appropriate action would be a motion authorizing Administration to purchase liability insurance with CIC beginning on January 1, 2024.
- E. The Mayor and Administration are recommending the purchase of Civic Systems, LLC financial management software to replace the current system that is over forty years old. The quoted cost is \$188,900 for year one and an annual fee of \$35,805 after the completion of the first year of the agreement. A motion to approve would be the needed action.
- F. A complete list of 2024–2025 election inspectors from their respective party for the upcoming election cycle will be forwarded on Monday. As required by state statute, the Council needs to approve the election inspectors that each party has submitted. A motion approving the supplemental 2024-2025 election inspector listing is the required action.

- G. The Mayor and Administration request Council approval to enter into a rental agreement with Rent.Fun to install a Kayak Rental Kiosk at Lakeside Park in 2024 with funding coming from ARPA. If the Council agrees, the appropriate motion would be: Approve Agreement with Rent.Fun to install self-service kayak rental kiosk in Lakeside Park at a cost of \$18,000, contingent upon review by the City Attorney, with the cost coming from ARPA.
- H. The Mayor and Administration present an updated lease agreement with the Christmas Miracle, Inc. for the former concrete plant site. If the Council agrees, the appropriate motion would be: Approve Updated Lease Agreement with Christmas Miracle, Inc.

7. Budget Transfers

- A. See attached memos

10. Licenses

- A. Normal license list

OFFICIAL COUNCIL PROCEEDINGS

A regular meeting of the City Council of the City of Menomonie, Dunn County, Wisconsin, was held in open session on December 4, 2023, and called to order by Mayor Knaack at 7:00 p.m. in the City Council Chambers. The following members were present: Luther, Sutherland, Yonko, McCullough, Schwebs, Solberg, Schlough, Erdman and Sommerfeld. Burstad and Gentz were absent.

MOTION made by Erdman, seconded by Luther, and carried unanimously to approve the minutes from the November 20, 2023 City Council meeting minutes.

PUBLIC HEARING – None

PUBLIC COMMENTS – Jeremiah Gerdin spoke in favor of agenda item 6(g), the resolution supporting the DCI grant program by TWD Enterprise. Tammy Simon, representing the Menomonie Area Chamber of Commerce spoke in favor of agenda item 6(h), the special events application for the Community Light Show in Wakanda Park. Becca Schoenborn spoke in favor of agenda item 6(g).

ORDINANCE - MOTION made by Luther, seconded by Schwebs, and carried unanimously to waive the first reading. MOTION made by Erdman, seconded by Schlough and carried unanimously to waive the second reading. MOTION to ADOPT the zoning ordinance amendment for a 19.62-acre parcel owned by Harmony Parks, LLC from Agriculture (A) District to General Industrial (I-3) District was made by Luther, seconded by Sutherland and carried unanimously.

MOTION made by Sommerfeld, seconded by Solberg, and carried unanimously on roll call vote, to approve the 2024 Water Utility operating budget as presented.

MOTION made by Schwebs, seconded by Yonko, and carried unanimously on roll call vote, to approve the 2024 Wastewater Utility operating budget as presented.

MOTION made by Schlough, seconded by Erdman, and carried unanimously on roll call vote, to approve the 2024 Solid Waste Utility operating budget as presented.

MOTION made by Solberg, seconded by Luther, and carried unanimously on roll call vote, to approve the 2024 Stormwater Utility operating budget as presented.

MOTION made by Schlough, seconded by McCullough, and carried unanimously on roll call vote, to approve the 2024 Tax Increment District operating budgets for TIDS #12-18, as presented.

MOTION made by Schwebs, seconded by McCullough, and carried unanimously on roll call vote to approve the proposed 2023-2024 Construction Fund capital budget as presented.

MOTION made by Yonko, seconded by Schwebs, and carried unanimously to approve the Master Agreement for Professional Services with Cedar Corporation.

MOTION made by Yonko, seconded by McCullough, and carried unanimously on roll call vote to approve the appointment of Jayme Schindler to the City of Menomonie as Treasurer/Comptroller.

MOTION made by Schlough, seconded by McCullough, and carried unanimously to approve the easement release for August Lane CSM adjacent to Lots 1, 2, 11 & 12 of Meadow Hill Estates.

MOTION to waive the rules to allow Jeremiah Gerdin to speak with council made by Yonko, seconded by Erdman and carried unanimously. MOTION made by Luther, seconded by Solberg, and carried unanimously to approve the resolution supporting the submission of an application to the Wisconsin Economic Development Corporation (WisEDC) Community Development Investment (CDI) Grant Program by TWD Enterprise, LLC for 614 Main Street.

MOTION made by Schlough, seconded by Schwebs, and carried unanimously to approve the Menomonie Area Chamber & Visitor Center 2023 Special Events Permit for the Wakanda Park Parade of Lights.

BUDGET TRANSFERS – Motion was made by Schwebs, seconded by McCullough, and carried unanimously on roll call vote to approve the following budget transfers: \$7,500 from the Fire Department Computer Programs account to the Fire Prevention Material account to cover the cost of the repair of a Bullex Fire Extinguisher Demonstration unit; \$350 from the IT Schools & Conferences account to the Office Equipment/Maintenance Contract to cover the cost of a contract for network and monitoring software.

MAYOR'S REPORT – Mayor Knaack gave his report on upcoming community events including the Winterdaze Parade on Thursday evening, December 7 and the lights at the Rassbach Museum will be on display starting December 9. The Mayor also reported that the holiday lights have been turned on at Wolske Bay.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS – Administrator Atkinson gave an update that there was a minor change to the City's statement of assessment calculation, but that it will not affect the mill rate after doing the recalculation. The City is working on a new lease agreement with Christmas Miracle LLC to include some winter and summer activities going forward. City staff is finalizing the financial enterprise solution software for presentation to the City Council at the December 18 meeting. Public Works Director Schofield reported that the City is in the process of selecting a developer for the small home village and affordable housing project which will come before council in January. Schofield reported that the County Highway B water utility project is complete. Schofield also shared that the regularly scheduled meetings for January 2024 fall on holidays, so the adjusted dates for City Council meetings will be January 8 & 22, 2024.

CLAIMS - MOTION was made by Solberg, seconded by Schlough, and carried unanimously on roll call vote to approve payment of the following claims:

December 4, 2023 Claims

Airtec	\$203.00
Ascent	\$16,557.73
Auto Value	\$80.32
Bound Tree	\$733.96
Builders First Source	\$85.98
Cardmember Services	\$28,978.13
CRS Repair	\$165.50
Essence Oil	\$914.75
Hawkins	\$1,369.20
Hertiage Crystal Clean LLC	\$581.84
Indianhead Truck- NAPA	\$342.59
Industrial & Equipment	\$634.86
Industrial Safety	\$427.97
Lawson Products	\$18.08
Lewis Bjork	\$3,682.50
Northern Lake	\$428.28
Planet Hydraulics	\$100.98
Roland Machinery	\$15.86
Synergy	\$55.45
Tainter Machinery	\$125.00
Tapco	\$667.94
Wisconsin Mechanical Company	\$8,500.00
Total	\$64,669.92

2022 Parking Utility Claims

IPS Group	\$149.52
Total	\$149.52

MOTION made by Solberg, seconded by Sommerfeld, and carried unanimously to approve the following licenses:

LICENSES – December 4, 2023

TEMPORARY CLASS “B” BEER LICENSE:

Menomonie Youth Hockey Association – 620 17th St. SE

- Stout Hockey: 12/09/2023, 01/03/2024, 01/12/2024 – 01/13/2024, 01/19/2024 – 01/20/2024, 02/09/2024 – 02/10/2024

MOTION to adjourn was made by Luther, seconded by Erdman, and carried unanimously.

Kate Martin, City Clerk



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: City Council & Mayor
FROM: David Schofield, Director of Public Works
SUBJECT: School District of the Menomonie Area Referendum Presentation by Dr. Joseph Zydowsky
DATE: December 18, 2023 City Council Meeting

Dr. Zydowsky asked for an opportunity to address the City Council to present information regarding the School District of the Menomonie Area's upcoming Referendum.

No specific proposal is currently before the City Council so no action can be taken.

Attachments:

- School District Presentation



Referendum Information

February 20, 2024

Please contact Joe Zydowsky with any questions about the referendum:
joe_zydowsky@msd.k12.wi.us or 715-232-1642

Referendum Question- Feb. 20 Election

Shall the School District of the Menomonie Area, Dunn and St. Croix Counties, Wisconsin be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$4,200,000 beginning with the 2024-2025 school year, for recurring purposes consisting of operational expenses?



About the SDMA

- 3290 students (4K-12)
- 43% economically disadvantaged, 17.3% special education, 4.5% English language learners
- Operating 7 schools, the ASC, and the Environmental Site
- Partnering with UW Stout and CVTC to provide dual credits
- District “Meets Expectations” on WI Accountability Report Card
- \$65 million budget (\$2.82 million in pandemic funding in 23-24)
- Fund balance is sufficient to avoid short-term borrowing
- 30-year capital improvement plan for major maintenance & equipment needs
- Saved taxpayers millions of dollars by refinancing and defeasing long-term debt

What is a Recurring Operating Referendum?

- Approval of the referendum would allow for a one-time increase in the SDMA's revenue limit that would begin in 2024 and continue into the future.
- Revenue from the referendum could be used for district operational expenses such as programming, staffing, transportation, equipment, supplies, etc.

Why is a Referendum Needed in the SDMA?

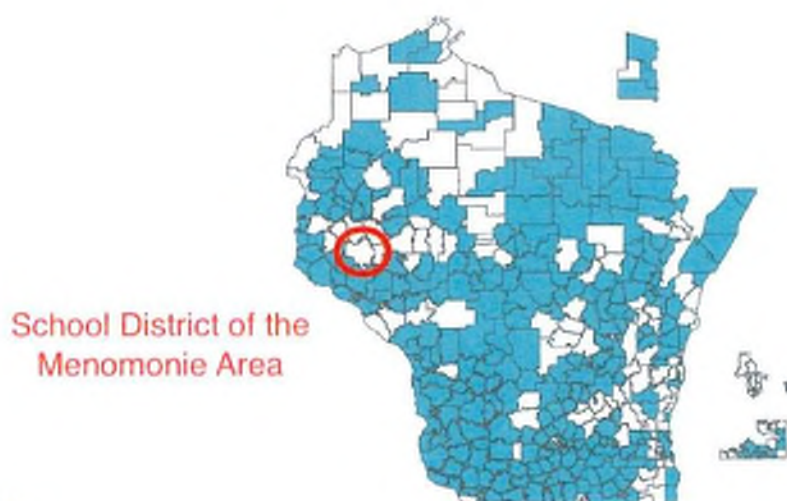
Inadequate state funding for public schools in Wisconsin has led to referendums being needed in 82% of school districts.

[Milwaukee Journal Sentinel, Nov. 20, 2023](#)

Operational Referendum History

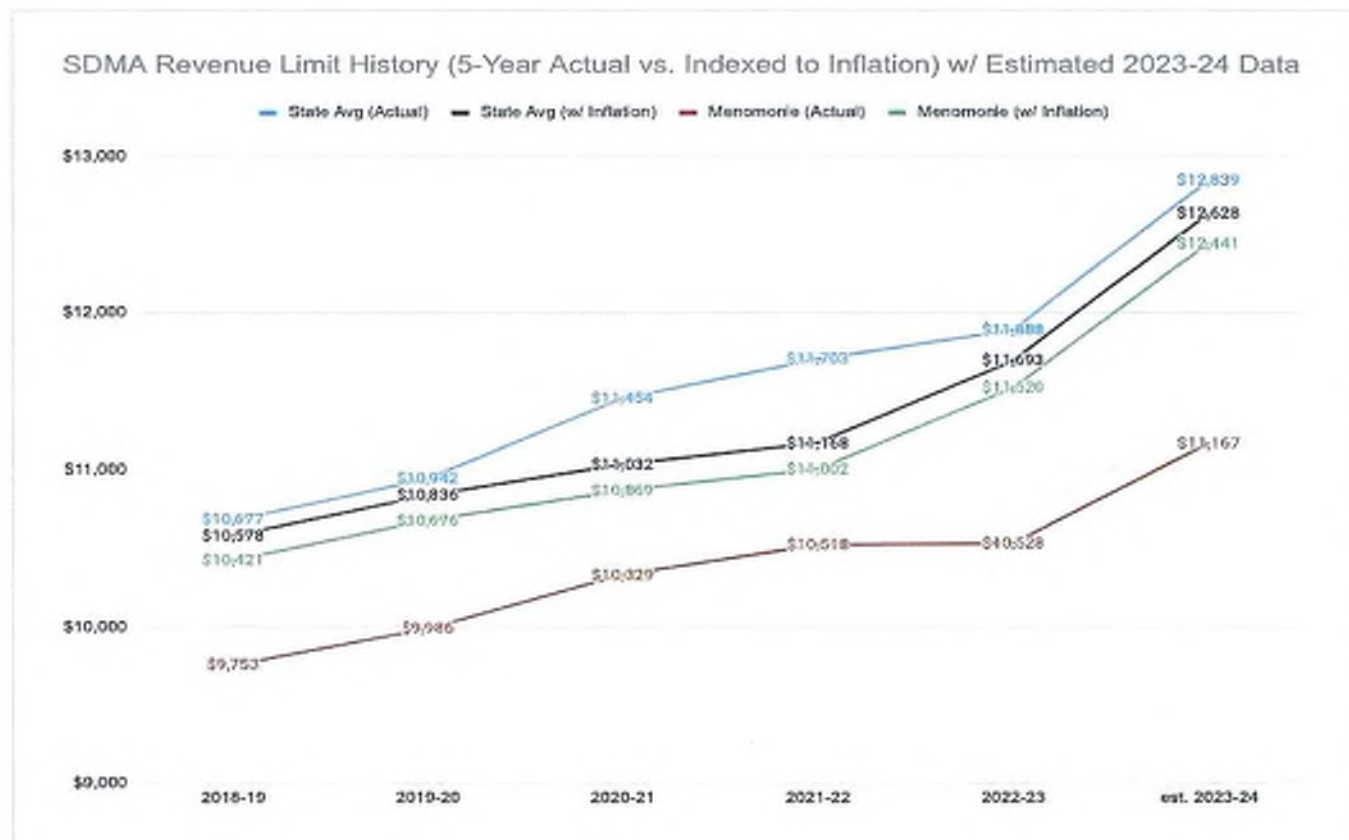
BAIRD

Districts who have passed an Operational Referendum Question
(since 1992)



Why is a Referendum Needed in the SDMA?

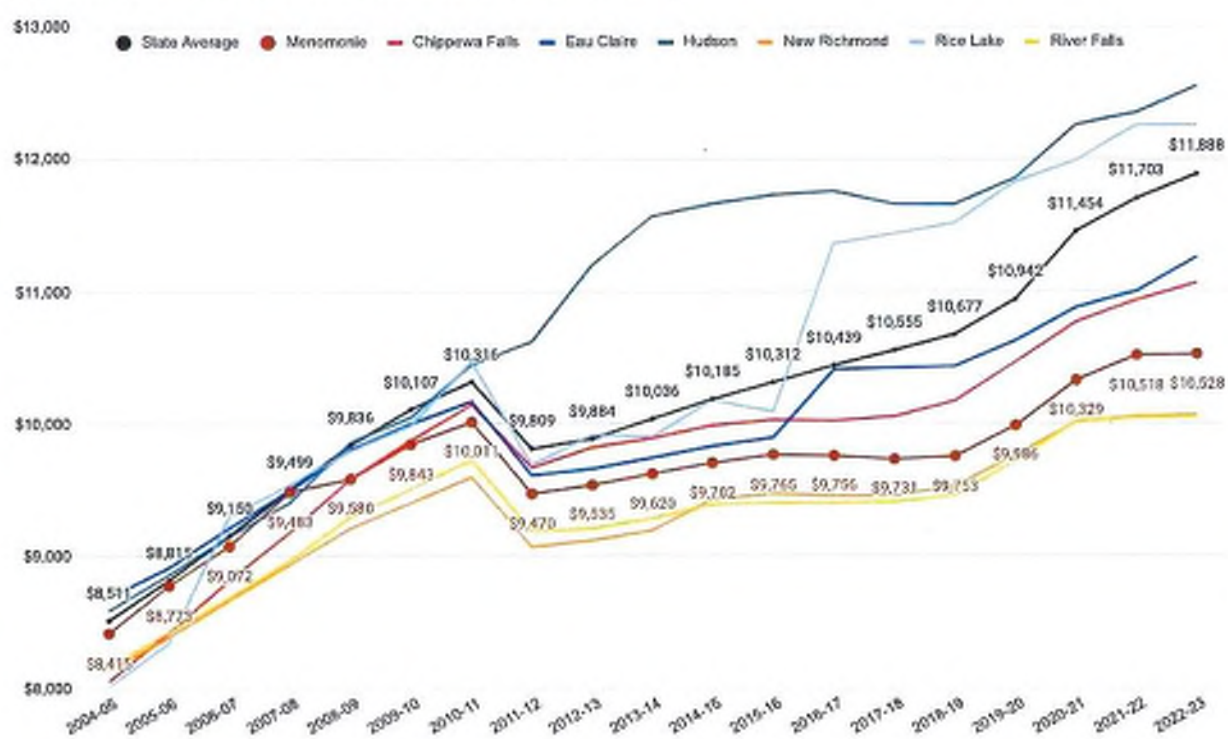
Revenue allowed by the state are not enough to account for high inflation and expiring pandemic funding.



Why is a Referendum Needed in the SDMA?

The SDMA receives less revenue per student than the state average and most schools in the Big Rivers Conference.

Big Rivers Conference Revenue Limit Per Member History



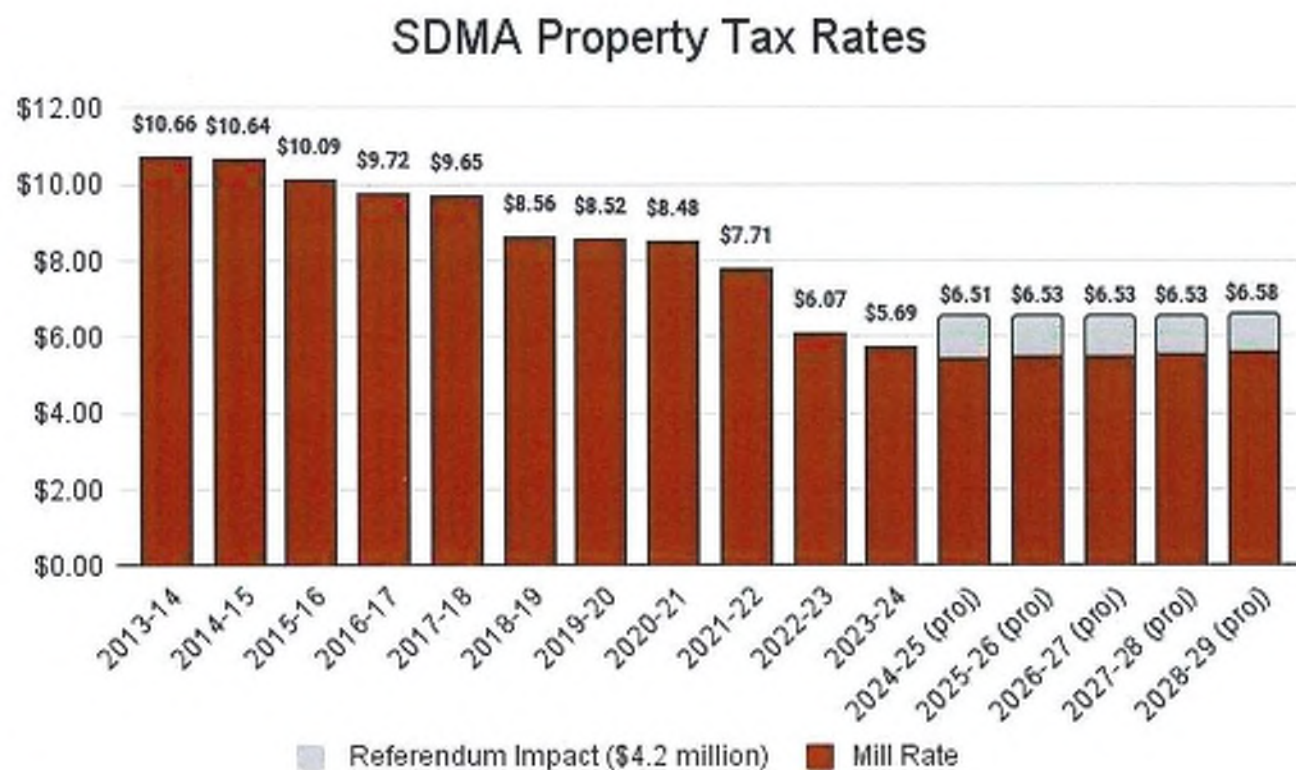
Why is a Referendum Needed in the SDMA?

Without a referendum deep budget cuts may result in:

- Higher Class Sizes
- Less Academic Support
- Fewer Qualified Teachers
- Less Transportation,
Longer Bus Rides, Fewer
Stops
- Less Supervision
- School Closures
- Less Summer School
- Outdated Technology
- Higher Student Fees
- Deferred Maintenance
- Fewer Extra-Curricular
Activities

What is the Tax Impact of the Referendum?

It is estimated that the referendum would increase the tax rate by \$82/year (\$6.83/month) per \$100,000 of property valuation.



Election Information- February 20, 2024

- Visit MyVote.Wi.Gov for information about polling places and other important voter information.
- Contact your municipal clerk for information about absentee voting.
- Polls Open 7:00 am to 8:00 pm

Contact Joe Zydowsky with any questions about the referendum:
joe_zydowsky@msd.k12.wi.us or 715-232-1642





School District of the
Menomonie Area





City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: City Council & Mayor
FROM: David Schofield, Director of Public Works
SUBJECT: Presentation by Neil Koch Regarding Private Wells and Septic Systems
DATE: December 18, 2023 City Council Meeting

Mr. Koch asked for an opportunity to address the City Council regarding private wells and septic systems in and adjacent to the City of Menomonie.

No specific proposal is currently before the City Council so no action can be taken.

Attachments:

- None



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: City Council & Mayor
FROM: David Schofield, Director of Public Works
SUBJECT: Stepping Stones Change Order #7
DATE: December 18, 2023 City Council Meeting

Cedar Falls Building Systems and their subcontractors are nearing completion of the Stepping Stones Project.

For grant purposes, the City is the contract owner. As such, the City must approve changes to the contract even though the cost of the changes will be borne by the grant or Stepping Stones.

Cedar Falls Building Systems has submitted Change Order #7 for review and approval. Change Order #7 includes several additions and subtractions and results in a net deduct of \$5,983.56.

City staff recommends approval of Change Order #7.

If the City Council concurs, the appropriate motion would be:

Approve Change Order #7 with Cedar Falls Building Systems for the Stepping Stones Homeless Shelter project for a deduct of \$5,983.56.

Attachments:

- Change Order #7



AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
Stepping Stones Homeless Shelter
1620 Stout Road Menomonie, WI 54751

CONTRACT INFORMATION:
Contract For: Construction Management
Date: October 11, 2022.

CHANGE ORDER INFORMATION:
Change Order Number: 007
Date: ~~October 31, 2023~~ 12/12/23

OWNER: (Name and address)
Stepping Stones of Dunn County, Inc.
1602 Stout Road
Menomonie, WI 54751

ARCHITECT: (Name and address)
Lien & Peterson Architects, Inc.
4675 Royal Drive
Eau Claire, WI 54701

CONTRACTOR: (Name and address)
Cedar Falls Building Systems, Inc.
5455 Freitag Drive
Menomonie, WI 54751

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- Additional General Conditions = \$3,542.33
- Extra rock to match dumpster pad and extra silt fence = \$2,452.00
- Reduction for the difference in 07-C Joint Sealants = (\$1,876.00)
- Reduction for the difference in 32-C Landscaping = (\$1,318.00)
- Reduction for the difference in 01-A Material Testing = (\$3,510.00)
- Reduction for the difference in 32-D Building & Site Staking = (\$4,010.00)
- Labor to install reception desk = \$700.00
- Extra fire-rated oak pre-hung door = \$850.00
- Reduction for sales tax in 06-B Cabinets & Countertops = (\$1,700.05)
- Reduction for sales tax in 06-C Wood Trusses = (\$1,113.84)

The original Contract Sum was	\$ 1,592,230.89
The net change by previously authorized Change Orders	\$ 78,814.03
The Contract Sum prior to this Change Order was	\$ 1,671,044.92
The Contract Sum will be decreased by this Change Order in the amount of	\$ 5,983.56
The new Contract Sum including this Change Order will be	\$ 1,665,061.36
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)	Cedar Falls Building Sys	CONTRACTOR (Firm name)	Stellar Stoney	OWNER (Firm name)	
SIGNATURE		SIGNATURE		SIGNATURE	
PRINTED NAME AND TITLE	Mark Lewis, President	PRINTED NAME AND TITLE	Kyle Gundersen	PRINTED NAME AND TITLE	
DATE	12-12-23	DATE	12/12/23	DATE	



City of Menomonie
Eric Atkinson

City Administrator
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221

E-Mail: atkinsone@menomonie-wi.gov

TO: Mayor Knaack & Common Council
FROM: Eric Atkinson, City Administrator
SUBJECT: City Liability Insurance
DATE: December 15, 2023

City administration and staff learned that our liability insurance carrier (EMC Insurance) was going to increase in price. Based on that information administration contacted the League of Wisconsin Municipalities Mutual Insurance and our broker (Ansay & Associates LLC) to acquire quotes for new liability coverage. Administration received updated liability insurance quotes from EMC Insurance, League of Wisconsin Municipalities Mutual Insurance and Community Insurance Corporation (CIC). Through comparison of coverage and overall cost after Workers Compensation Dividend the administration recommends transitioning from EMC Insurance to CIC insurance.

CIC insurance offered increased savings while providing similar to greater coverage than our current carrier. The overall cost of CIC is \$519,030 with a net total cost after dividend of \$443,226 to \$497,372. The current cost of EMC insurance is \$556,238. The League insurance came in at an expense of \$511,000. The overall savings by transitioning away from EMC to CIC would be between \$58,866 and \$113,012 — depending on claims within the year.

A copy of the CIC quote and liability information was included in your packet for review.

If Council supports transitioning from EMC Insurance to CIC the appropriate action would be a motion to authorize administration to purchase liability insurance with CIC beginning on January 1, 2024.

Liability Insurance Comparison EMC vs. CIC

Coverage Line	EMC	CIC
Property w/Equip Breakdown	\$122,825	\$112,895
General/Auto Liability	\$55,110	\$140,147
Business Auto/Phys. Damage	\$107,649	\$48,379
Inland Marine	\$4,305	Included
Professional Liability	\$24,653	Included
Law Enforcement Liability	\$19,962	Included
Crime	\$608	1025 (Travelers)
1MM Agg Cyber	\$8,197 (RPS)	Included
Workers Comp	\$224,374	\$216,584
Dividend Plan	15% Flat Rate	10% with slider
Potential Dividend	\$17,950	\$21,658 to \$75,804
5MM Commercial Umbrella	\$30,408	NA
Total Pre-Dividend	\$589,894	\$519,030
<i>Net Total after Dividend</i>	\$556,238	\$443,226 to \$497,372
Coverage and Company Items for Consideration		
Liability Limits (includes General Liability, Auto Liability, Public Officials, Fire, and Police Liability)	7 MM combined	7 MM No Aggregate (No charge for added auto's during policy term)
Crime Coverage		
Employee Dishonesty	\$250,000	\$500,000 w/\$5,000 Deductible
Computer Funds Transfer	\$25,000	\$100,000 w/\$1,000 Deductible
Social Engineering	\$100,000	\$100,000 w/\$5,000 Deductible

Staff Recommendation: CIC



**City of Menomonie
Liability Premium Worksheet
Policy Term 1/1/24 – 1/1/25**

Limit of Liability	\$5,000,000	\$7,000,000
Deductible Option	\$ 5,000	\$ 5,000
Deductible Aggregate	\$ 50,000	\$ 50,000
General Liability – Including Errors & Omissions	\$ 90,101	\$ 91,971
Automobile Liability	\$ 48,246	\$ 48,176
Total Net Premium	\$ 138,347	\$ 140,147
Deductible Fund Escrow Replenishment	\$ 18,854	\$ 19,054
OPTIONAL COVERAGE ENDORSEMENTS:		
Auto Med Pay	\$ 1,170	\$ 1,170
Injunctive Relief-Only endorsement	\$ 9,010	\$ 9,197

Deductible Fund Escrow

The total outlay invoiced to the policyholder includes funds used to pay claims within the deductible level which are held in a 'deductible escrow account'. The per claim deductible is subject to a deductible aggregate. Based on the deductible level, a portion of the gross premium is allocated to the deductible escrow account to pay claims within the deductible layer. The maximum amount to be allocated to the 'deductible escrow' is the deductible aggregate. This pre-funded deductible account earns interest equal to the investment interest earned by the company.

The deductible fund is established at the beginning of the policy term and is accounted for on a quarterly basis. Rather than establishing a deductible fund for each policy term, any funds remaining in the account at policy renewal, are carried over into the following policy year. If the fund amount is less than the deductible aggregate, the fund replenishment needed at renewal is the difference between the fund balance and aggregate amount. The deductible exposure applies on a per policy basis, however, the deductible fund established is maintained on a consecutive basis and funded up to an annual aggregate to pay claims within the deductible layer for all policy terms.

Injunctive Relief-Only Endorsement

This endorsement will provide claims defense on those injunctive relief claims that may not trigger the Liability Policy; no monetary damages or attorney fees presented. Having the endorsement will provide coverage up to \$50,000 for non-triggered injunctive relief claims.

CIC

COMMUNITY INSURANCE CORPORATION
MUNICIPAL LIABILITY PROGRAM PROPOSAL

PREPARED FOR: City of Menomonie

POLICY TERM: 1/1/24 - 1/1/25

PRESENTED BY: Bruce Freeland

DATE: 11/13/23

Communication is a cornerstone of quality customer service. Community Insurance Corporation believes in an open stream of communication between you and our staff.

Below you will find the contact information of individuals servicing your account, please feel free to contact us with questions or concerns.

AGENCY

Ansay Insurance Agency- Indianhead
3101 Schneider Ave Ste. 2
Menomonie, WI 54751
Bruce Freeland, CIC
715-235-6131
bfreeland@indianhead-insurance.com

COMMUNITY INSURANCE CORPORATION

18550 WEST CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045

CAROL SCHUTZ, CPCU - *Underwriting*

✉ carolschutz@charlestaylor.com

☎ 1-800-236-6885

City of Menomonie

LIABILITY

COMMUNITY INSURANCE CORPORATION

POLICY TERM: 1/1/24 - 1/1/25

OPTION 1

OPTION 2

Injunctive Relief Only Endorsement

AUTO MEDICAL PAYMENTS
(OPTIONAL- THIS COVERAGE
MAY BE REJECTED)

LIABILITY LIMIT	DEDUCTIBLE	RETRO DATE	ANNUAL NET PREMIUM*
\$7,000,000	\$5,000	None	\$140,147
			options next page
\$1,000-Optional			\$ 1,170

* PER OCCURRENCE & NO AGGREGATE

**CYBER LIABILITY COVERAGE INCLUDED AT NO
ADDITIONAL PREMIUM (\$1M AGGREGATE):**

CYBER DEDUCTIBLE: \$10,000

FIRST PARTY LOSS

Business Interruption Loss
Cyber Extortion Loss
Data Recovery Costs
Reputation Loss

\$500k each incident
\$500k each incident
\$500k each incident
\$500k each incident

LIABILITY

Data & Network Liability
Regulatory Defense & Costs
Payment Card Liability & Costs
Media Liability

\$1m each claim
\$50k each claim
\$50k each claim
\$1m each claim

ECRIME

Fraudulent Instruction
Funds Transfer Fraud
Telephone Fraud
Criminal Reward
Breach Response Aggregate Limit of Coverage

\$500k each loss
\$500k each loss
\$500k each loss
\$25k each loss
\$1m each incident

ONE SINGLE POLICY PROVIDES COVERAGE FOR:

- General Liability
- Auto Liability
- Public Officials Errors & Omissions
- Fire/Police Professional Liability
- Employment Practices

* ALL POLICIES ARE OCCURRENCE BASED, VERSUS
CLAIMS-MADE

NON-MONETARY DAMAGES

Injunctive actions requesting plaintiff's attorney's fees
as monetary damages are a 'trigger' coverage

COVERAGE BENEFITS

- NO COVERAGE SUBLIMITS
- NO FAULT COVERAGE AS OFFERED BY MANY CARRIERS IS CONTRARY TO STATE STATUTE
- COVERAGE FOR DEFENSE COSTS OUTSIDE OF POLICY LIMITS
- PRIOR ACTS COVERAGE
- SEWER BACKUP: COVERED WHEN THE MUNICIPALITY IS NEGLIGENT AND LIABLE FOR DAMAGES. THERE IS NO SUBLIMIT FOR THIS COVERAGE.

**LIABILITY COVERAGE INCLUDES A BROAD DEFINITION OF
PERSONAL INJURY INCLUDING:**

1. False arrest
2. Malicious Prosecution
3. Wrongful entry or eviction, or other invasion of the right of privacy
4. Libel, slander, or defamation of character
5. Assault and battery, sexual harassment including workplace harassment
6. Discrimination or other civil rights violation, including employment discrimination
7. Other civil rights violations including employment discrimination
8. Sexual harassment

This quote is valid for 60 days or to the effective date of the policy, whichever comes first.
General Liability, Auto Liability, and Public Officials Errors & Omissions Legal Liability provided under
ONE single policy form. Coverage is not available on a mono-line basis.

COVERAGE

Community Insurance Corporation drafted its own policy to provide the total scope of liability protection needed by, and preserving, the public entity protections afforded by Wisconsin statutes. Under this policy, we provide the following liability coverage parts:

- General Liability
- Personal Injury Liability, including a broad definition and coverage for discrimination, civil rights violations, and employment related actions;
- Automobile Liability, including uninsured/underinsured motorist coverage;
- Public Officials Errors & Omissions

For the benefit of the insured, Community Insurance Corporation includes all of its coverage in ONE policy. This eliminates potential coverage gaps, coverage sub-limits, and reduces the potential for claims disallowance and multiple retentions.

Community has adopted the underwriting philosophy of protecting its insureds overall risk management cost and reducing "out of pocket" expenses by expanding the policy to respond to the changing needs of government and the litigation environment. For example, the policy was expanded to cover lawsuits seeking injunctive relief. Community defends its municipalities in all injunctive personal injury or errors and omissions suits. This practice not only protects a municipality's budget, but prevents a plaintiff's injunctive victory from leading to other lawsuits seeking monetary damages.

The Community policy features a broad definition of who is an insured: You, and Your past or present employees, while acting in the scope of their employment or authority, and authorized volunteers while acting for you or on your behalf, including all commissions, agencies, boards, districts, authorities, or similar entities when you retain the right to control the details of work of these individuals or entities. Anyone else is an insured while using, with your permission, an automobile you own, hire, borrow, except this insurance shall apply excess of any insurance of an owner of an auto you hire or borrow.

The following highlights the Community program coverage.

GENERAL LIABILITY

ONE SINGLE POLICY PROVIDES COVERAGE FOR GENERAL LIABILITY, AUTOMOBILE LIABILITY, PUBLIC OFFICIALS ERRORS & OMISSIONS, AND FIRE/POLICE PROFESSIONAL LIABILITY.

A. BODILY INJURY

Provides coverage for bodily injury, sickness, disability, or disease, sustained by a person, including death, alleged to be caused by the insured.

PROPERTY DAMAGE

Provides coverage for physical injury to or destruction of tangible property which occurs during the policy period including the loss of use thereof, or the loss of use of tangible property that is not physically injured or destroyed, that is caused by the insured.

B. PERSONAL INJURY

Means injury, other than bodily injury, arising out of one or more of the following offense:

1. False arrest, detention, or imprisonment, defective service of process;
2. Malicious prosecution;
3. Wrongful entry or eviction, or other invasion of the right of private occupancy;
4. Libel, slander, or defamation of character;
5. Assault and battery; sexual harassment, including workplace harassment
6. Discrimination or other civil rights violation, including employment discrimination
7. Other civil rights violations, including employment discrimination

COVERAGE, continued

GENERAL LIABILITY, continued

C. PUBLIC OFFICIALS ERRORS & OMISSIONS

Means any misstatement or misleading statement or act or omission or neglect or breach of duty including malfeasance and nonfeasance by an insured in their capacity as insured.*

*Coverage is included for Police and Fire Departments operated by the municipality

AUTOMOBILE LIABILITY

A. BODILY INJURY

Provides coverage for bodily injury, sickness, disability or disease, sustained by a person, including death, alleged to be caused by an insured vehicle.

B. PROPERTY DAMAGE

Provides coverage for physical injury to or destruction of tangible property which occurs during the policy period including the loss of use thereof, or the loss of use of tangible property that is not physically injured or destroyed, that is caused by an insured vehicle.

C. UNINSURED/UNDERINSURED MOTORIST

The policy will pay all sums the insured is legally entitled to recover as damages from the owner or driver of an uninsured motor vehicle. The damages must result from bodily injury sustained by the insured caused by an accident. The owner's or driver's liability for these damages must result from the ownership, maintenance, or use of the uninsured motor vehicle.

COVERAGE LIMITS

Community provides its insureds with limits of liability on a **NON-AGGREGATE BASIS**. This means that should the unfortunate happen and the municipality sustains a loss or number of losses that uses up the limits of liability, there is no annual aggregate amount for a policy year. For example, if the municipality were to sustain a full policy limits loss, the municipality would have a fresh set of limits to apply to the next claim. Most commercial carriers use policy forms with an annual aggregate that limits the total amount of dollars that they would have to pay on behalf of their insureds. Community has no such limitation.

OCCURRENCE vs. CLAIMS-MADE COVERAGE FORMS

Community provides all of its coverage forms on a municipal-friendly occurrence basis, versus the insurer-friendly claims-made basis.

STABILITY

It is the goal of Community to assist our insureds in stabilizing insurance costs. Since 2002, we have met our goal by not raising our base rates and maintaining a stable insurance environment. While our competitors ride the roller coaster of rate increases and decreases, Community understands the complexity of your budget process and is committed to bringing your stability for this line item.

PREMIUM COST VS. COST OF RISK

Community provides the majority of its coverage under the general liability section of its policy. In doing so, many claims subject to deductibles of other carriers are avoided. For example, all civil rights, employment practices, and other allegations (including administrative hearings) typically brought under an Errors & Omissions policy, are covered under Community's General Liability Policy. The application of these deductibles is in addition to premium and considered the cost of risk. Merely comparing premium does not show complete cost of risk for the municipality.

PRE-CLAIM LOSS CONTROL

Often a municipality's administration staff is aware of situation that may give rise to a potential, full-blown claim. Most insurers do not respond until AFTER a claim for monetary damages has been presented. Community provides legal assistance to the municipality on a "pre-claim" basis. This assistance provides the municipality with the assurance and support for their response to the situation BEFORE the claim is presented. In fact, in the majority of cases, a full-blown claim is avoided using this technique. Should a claim be presented, the municipality has already been preparing a defense in response to the allegations.

MONETARY DAMAGES

Many insurance carriers require that a claim for monetary damages be presented before coverage is 'triggered.' Community recognizes that often, claims are presented that request that an activity stop with no request for monetary damages. However, in most cases, these injunctive actions do request for plaintiff's attorney's fees as monetary damages and thus, 'trigger' coverage.

CLAIMS

When the unfortunate occurs and a claim is filed, our six (6) member claims and litigation staff will be there to assist you in the field adjusting, consultation, and takes the claim right through the courtroom. Working closely with our approved defense firms, we have been extremely successful in defending many noteworthy cases in Wisconsin courts and federal actions, as well.

Community commits to a claimant contact within 24 hours to meet the needs of our municipal clients. This procedure is monitored by the claims management staff at Aegis Corporation.

Further, strive to work closely with our municipal clients, by setting review schedules to keep you informed.

RISK MANAGEMENT

Community provides a broad selection of training topics and risk management consultation directly to its insureds. In addition to on-site trainings, seminar-based group training, and "train-the-trainer" programs, Community offers web-based training with varied risk management programs, **at no cost.**

Insured: City of Menomonie
 Policy Year: 2024
 Renewal Term: 01/1/2024 to 01/1/2025
 Date Quoted: 10/27/2023



PROPERTY INSURANCE PROGRAM PREMIUM SUMMARY

Coverage Type	Limits	Deductible	Optional #2 Deductible	Optional #3 Deductible	Optional #4 Deductible
	Select Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property					
Buildings	\$54,993,908	5,000	10,000		
Contents	\$33,299,345	5,000	10,000		
Property in the Open	\$22,360,573	5,000	10,000		
Total Real Property Limits	\$110,653,824				
Contractor's Equipment: ACV	3,097,524	1,000	5,000		
Equipment Breakdown	100,000,000	5,000	10,000		
Miscellaneous Endorsements:					
Property Premium		\$108,174	\$99,477	\$	\$
Equipment Breakdown Premium		\$4,721	\$4,276	\$	\$
Total Premium (Property & Equipment Breakdown)		\$112,895	\$103,753	\$	\$

Automobile Physical Damage Insurance Premium Summary on following page

Insured: City of Menomonie
 Policy Year: 2024
 Renewal Term: 01/1/2024 to 01/1/2025
 Date Quoted: 10/27/2023



AUTOMOBILE PHYSICAL DAMAGE INSURANCE PREMIUM SUMMARY

Coverage Type	Limits	Deductible	Optional #2 Deductible	Optional #3 Deductible	Optional #4 Deductible
Auto Physical Damage:					
All Vehicles - ACV	Select Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	7,831,405	1,000	5,000		
Collision	7,831,405	1,000	5,000		
Auto Physical Damage Premium:		\$48,379	\$37,893	\$	\$

Auto Physical Damage:					
Specific Dept. - ACV	Select Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive					
Collision					
All Other Vehicles - ACV					
Comprehensive					
Collision					
Auto Physical Damage Premium:		\$	\$	\$	\$

Auto Physical Damage:					
5 years old or newer and have a RC of \$100,000 or less; or 10 years old or newer and have a RC in excess of \$100,000					
RC Vehicles	Select Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive					
Collision					
Auto Physical Damage:					
All Other Vehicles - ACV					
Comprehensive					
Collision					
Auto Physical Damage Premium:		\$	\$	\$	\$

Limits are based on Statement of Values submission. Deductibles are per occurrence.
 Premiums are rated based on the full package. Individual lines of coverage will need to be quoted prior to binding.

ORDER TO BIND

Sign, date and return to: Paul Schwegel @ paul.schwegel@charlestaylor.com

Yes, please bind coverage with the CIC, effective 1/1/2024

Signature: _____ Date: _____



Wrap+®

Venessa R Mulqueen
PO Box 2950
Hartford, CT 06104-2950
Phone: (282) 825-9063
Email: VMULQUEE@travelers.com

November 21, 2023

Bruce Freeland
ANSAY & ASSOCIATES LLC
4712 EXPO DR
MANITOWOC, WI 54220

RE: **Insured Name:** CITY OF MENOMONIE
 800 WILSON AVE
 MENOMONIE, WI 54751-2734

Expiring Policy Number: N/A

Policy Period: January 1, 2024 to January 1, 2027

Dear Bruce Freeland:

On behalf of **Travelers Casualty and Surety Company of America** we are pleased to provide the attached proposal of insurance for your review.

The quotes contained in this document are valid for 30 days, and are subject to the provision of, and Travelers' review and acceptance of, the required underwriting information noted in the Contingencies section. Travelers reserves the right to change the quotes in this document, or to refuse to bind coverage entirely, based on review of the required underwriting information or based on adverse change in the risk(s) to be insured prior to the quote expiration date noted in this document.

Travelers is pleased to offer Risk Management PLUS+ Online®, the industry's most comprehensive program for mitigating your management liability exposures, which is available to you at no additional cost. Please visit www.rmplusonline.com to view the services that are available. If you have additional questions about the site please contact your Underwriter.

Travelers Casualty and Surety Company of America, a subsidiary of The Travelers Companies, Inc., has consistently earned high ratings for financial strength and claims-paying ability from independent rating services, including a current A.M. Best rating of A++*. Founded in 1853, The Travelers Companies, Inc. is a Fortune 500 company, a component of the Dow Jones Industrial Average, and a leading provider of property casualty insurance for businesses.

Thank you for considering Travelers for your client's insurance coverages. We look forward to discussing this opportunity with you.

Sincerely,

Venessa R Mulqueen
Travelers Bond & Specialty Insurance

*A.M. Best's rating of A++ applies to Travelers Casualty and Surety Company of America as well as to certain insurance subsidiaries of Travelers that are members of the Travelers Insurance Companies pool; other subsidiaries are included in another rating pool or are separately rated. For a listing of companies rated by A.M. Best and other rating services visit www.travelers.com. Ratings listed herein are as of July 2023, are used with permission, and are subject to changes by the rating services. For the latest rating, access www.ambest.com.

Travelers Casualty and Surety Company of America
QUOTE OPTION #1

CRIME COVERAGES:

Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention	Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention
A - Fidelity 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	See Endorsement Not Covered Not Covered		F - Computer Crime 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	\$25,000 Not Covered	\$500
B - Forgery or Alteration	\$50,000	\$500	G - Funds Transfer Fraud	\$25,000	\$500
C - On Premises	\$10,000	\$500	H - Personal Accounts Protection 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	Not Covered Not Covered	
D - In Transit	\$10,000	\$500	I - Claim Expense	\$5,000	\$0
E - Money Orders and Counterfeit Money	Not Covered				

Insured's Premises Covered: Worldwide, except

TOTAL ANNUAL PREMIUM - \$867.00

(Other term options listed below, if available)

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

Crime Policy Aggregate Limit of Insurance: N/A

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
3 Year	Installment	\$867.00	\$0.00	\$0.00	\$867.00	\$2,601.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 1:

CRI-2001-0109 Crime Declarations Page
CRI-3001-0109 Crime Policy Form

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 1:

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement
CRI-19001-1111 Government Entity Crime Coverage Without Individual Exclusion Endorsement
Employee Theft Per Loss Coverage - \$250,000
Limit
Employee Theft Per Loss Coverage - \$2,500
Retention
CRI-19072-0315 Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
CRI-19086-0719 Social Engineering Fraud Exclusion Endorsement
CRI-19101-1117 Amendatory Endorsement for Certain ERISA Considerations
CRI-19122-1120 Delete Exclusion For Prior Losses Involving Subsidiaries Endorsement
CRI-4025-0109 Wisconsin Changes Endorsement
CRI-5050-0613 Wisconsin Cancellation or Termination Endorsement

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 1:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

- 1 Signed Crime Application

COMMISSION: 16.00%

Travelers Casualty and Surety Company of America
QUOTE OPTION #2

CRIME COVERAGES:

Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention	Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention
A - Fidelity 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	See Endorsement Not Covered Not Covered		F - Computer Crime 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	\$25,000 Not Covered	\$500
B - Forgery or Alteration	\$50,000	\$500	G - Funds Transfer Fraud	\$25,000	\$500
C - On Premises	\$10,000	\$500	H - Personal Accounts Protection 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	Not Covered Not Covered	
D - In Transit	\$10,000	\$500	I - Claim Expense	\$5,000	\$0
E - Money Orders and Counterfeit Money	Not Covered				

Insured's Premises Covered: Worldwide, except

TOTAL ANNUAL PREMIUM - \$981.00

(Other term options listed below, if available)

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

Crime Policy Aggregate Limit of Insurance: N/A

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
3 Year	Installment	\$981.00	\$0.00	\$0.00	\$981.00	\$2,943.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 2:

CRI-2001-0109 Crime Declarations Page
CRI-3001-0109 Crime Policy Form

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 2:

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement
CRI-19001-1111 Government Entity Crime Coverage Without Individual Exclusion Endorsement
Employee Theft Per Loss Coverage - \$250,000
Limit
Employee Theft Per Loss Coverage - \$2,500
Retention
CRI-19072-0315 Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
CRI-19085-0919 Social Engineering Fraud Insuring Agreement Endorsement
CRI-19101-1117 Amendatory Endorsement for Certain ERISA Considerations
CRI-19122-1120 Delete Exclusion For Prior Losses Involving Subsidiaries Endorsement
CRI-4025-0109 Wisconsin Changes Endorsement
CRI-5050-0613 Wisconsin Cancellation or Termination Endorsement

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 2:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

- 1 Signed Crime Application

COMMISSION: 16.00%

Travelers Casualty and Surety Company of America
QUOTE OPTION #3

CRIME COVERAGES:

Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention	Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention
A - Fidelity 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	See Endorsement Not Covered Not Covered		F - Computer Crime 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	\$100,000 Not Covered	\$1,000
B - Forgery or Alteration	\$50,000	\$500	G - Funds Transfer Fraud	\$100,000	\$1,000
C - On Premises	\$10,000	\$500	H - Personal Accounts Protection 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	Not Covered Not Covered	
D - In Transit	\$10,000	\$500	I - Claim Expense	\$5,000	\$0
E - Money Orders and Counterfeit Money	Not Covered				

Insured's Premises Covered: Worldwide, except

TOTAL ANNUAL PREMIUM - \$1,025.00

(Other term options listed below, if available)

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

Crime Policy Aggregate Limit of Insurance: N/A

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
3 Year	Installment	\$1,025.00	\$0.00	\$0.00	\$1,025.00	\$3,075.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 3:

CRI-2001-0109 Crime Declarations Page
CRI-3001-0109 Crime Policy Form

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 3:

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement
CRI-19001-1111 Government Entity Crime Coverage Without Individual Exclusion Endorsement
Employee Theft Per Loss Coverage - Limit \$500,000
Employee Theft Per Loss Coverage - Retention \$5,000
CRI-19072-0315 Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
CRI-19085-0919 Social Engineering Fraud Insuring Agreement Endorsement
CRI-19101-1117 Amendatory Endorsement for Certain ERISA Considerations
CRI-19122-1120 Delete Exclusion For Prior Losses Involving Subsidiaries Endorsement
CRI-4025-0109 Wisconsin Changes Endorsement
CRI-5050-0613 Wisconsin Cancellation or Termination Endorsement

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 3:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

- 1 Signed Crime Application

COMMISSION: 16.00%

QUOTE NOTES:**NOTICES:**

It is the agent's or broker's responsibility to comply with any applicable laws regarding disclosure to the policyholder of commission or other compensation we pay, if any, in connection with this policy or program.

Important Notice Regarding Compensation Disclosure

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Agency Compensation, P.O. Box 2950, Hartford, CT 06104-2950.

Coverage Disclaimer:

THIS QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OR COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

THE PRECEDING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS QUOTE. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.

City of Menomonie

1/1/24 - 1/1/25

WORKER'S COMPENSATION

COMMUNITY INSURANCE CORPORATION

	PAYROLL	PREMIUM BY CLASS
8810 – CLERICAL	1,659,091	2,820
7704 – FIREFIGHTERS	2,323,245	70,859
9412 – MUNICIPAL OPERATIONS - CITY	1,953,589	58,217
7720 – POLICE OFFICERS	2,492,773	60,325
7520 – WATERWORKS	368,201	11,304
	STANDARD PREMIUM	203,525
MOD FACTOR: 1.16		236,089
PREMIUM DISCOUNT AT 9.1%		(21,484)
TERRORISM ENDORSEMENT		1,759
EXPENSE CONSTANT		220
	ESTIMATED ANNUAL PREMIUM	216,584

DIVIDEND PROPOSED*:

10% Flat Dividend (with 65% Loss Cap) + Loss Sensitive Slider:

Flat = \$21,658 Sliding Scale Max = \$54,146 Maximum Possible Dividend = \$75,804

- * Flat Dividend is calculated based on Total Incurred Claims 3 months after policy expiration
- * Sliding Dividend is valued and payable 12 months after policy expiration.

A Return to Work Program is required to qualify for a dividend as well as utilizing the Nurse Care line for injuries.

See the attached chart of dividend potentials, depending on loss activity.

Sliding Dividend is calculated as follows: MAXIMUM LOSS (50% of adjusted payroll) ACTUAL

COMMUNITY INSURANCE CARE LINE - POWERED BY Guardian MCS®

The Community Insurance Care Line - Powered by Guardian MCS® is a service provided at no additional costs to our members. The Care Line is a 24/7 nurse triage line that assists employees who experience work-related injuries determine whether emergency room or home care is necessary to treat their injury. The Care Line assist in mitigating the costs of worker's compensation injuries by reducing the number of hospital visits.

Please see the attached Community Insurance Care Line - Powered by Guardian MCS® Packet.

***DISCLAIMER**

DIVIDENDS CANNOT BE GUARANTEED BY STATE LAW AND ARE SUBJECT TO THE DECLARATION AND APPROVAL OF THE BOARD OF DIRECTORS OF THE INSURANCE COMPANY.



COMMUNITY INSURANCE CARE LINE

Powered by Guardian MCS

24/7 Telephonic Nurse Triage for Work-Related Injuries - Included for Policyholders

Immediate Triage of Injuries

The Care Line Nurse provides a caring first call following an employee's injury. The Nurse aims to understand the employee's nature and extent of injury and provides recommendations for treatment options including home-care and provider medical treatment. The goal of triage is to ensure appropriate treatment of the injury and underlying conditions.

Claim Reporting

A call to the Care Line provides the necessary notification to start the claims process. Depending on your specific requirements, this claim notification can satisfy internal injury reporting processes as well. The efficiencies garnered through the Care Line allow us to compress the claims timeline to approve, pay, and manage claims.

Coordinating Care

If medical treatment is warranted, the Care Line Nurse will assist the employee by coordinating treatment at a local and convenient medical provider. The Nurse will prepare the provider ahead of the employee's arrival with necessary forms that expedite the claims process and address important items like return-to-work restrictions.

Reduction in Workers' Compensation Costs

By ensuring appropriate medical treatment, unnecessary emergency room and urgent care visits are avoided. These treatment facilities can be expensive, driving negative experience related to workers' compensation costs.

Control Premium Through Mod Reduction

In the case of a medical treatment recommendation, the Care Line Nurse coordinates the employee's care and advocates for return-to-work. Returning employees to work without lost time has a significant impact on your Mod - which in turn can reduce your annual premiums.

Customized Service Instructions & Communication

The Care Line can incorporate employer-specific service instructions like occupational health/provider agreements, employer clinics, and post-accident drug testing. The Care Line also delivers frequent and thorough communication following each Care Line call and follow-up.

COMMUNITY INSURANCE
CARE LINE
Powered by Guardian MCS

1-833-564-0894

MANDATORY FOR USE ON WORKER'S COMPENSATION INJURIES

IN CASE OF AN EMERGENCY, DIAL 911

community
INSURANCE



Guardian
Managed Care Solutions

Available for Work-Related Injuries - 24/7/365

Your Care Line Nurse will help with:

- » Providing general guidance after you sustain an injury
- » Finding a medical facility near your work and/or home
- » Helping you file a Workers' Compensation claim
- » Coordinating modified work program with your physician
- » Obtaining a return-to-work document for your supervisor
- » Assisting you in finding appropriate medical care
- » Assisting with scheduling follow-up appointments
- » Helping you find specialist care, when a referral is warranted

IN CASE OF AN EMERGENCY - DIAL 911

COMMUNITY INSURANCE
CARE LINE
Powered by Guardian MCS

**CALL THE CARE LINE:
1-833-564-0894**

MANDATORY FOR USE ON ALL WORK RELATED INJURIES

**THE CARE LINE MUST BE UTILIZED
ON ALL WORK-RELATED INJURIES.**

You will need to report the incident to your supervisor or the individual designated to receive worker's compensation claims to note the event.

All serious injuries should be treated immediately and reported as soon as possible. All other injuries should utilize the Care Line® Nurse to assess the injury and provide helpful instructions.

IN CASE OF EMERGENCY - DIAL 911

City of Menomonie 1/1/24 - 1/1/25
Sliding Scale Dividend Potential

MAXIMUM LOSSES (50% of audited premium) – ACTUAL LOSSES (total incurred losses as of valuation date) X 50% = Slider Dividend

PREMIUM	MAX LOSS	MAX LOSSES	ACTUAL LOSSES	% OF Losses	Factor	Slider Dividend
216,584.00	50%	108,292.00	<u>0</u>	0%	50%	54,146.00
216,584.00	50%	108,292.00	<u>10,829</u>	5%	50%	48,731.40
216,584.00	50%	108,292.00	<u>21,658</u>	10%	50%	43,316.80
216,584.00	50%	108,292.00	<u>32,488</u>	15%	50%	37,902.20
216,584.00	50%	108,292.00	<u>43,317</u>	20%	50%	32,487.60
216,584.00	50%	108,292.00	<u>54,146</u>	25%	50%	27,073.00
216,584.00	50%	108,292.00	<u>64,975</u>	30%	50%	21,658.40
216,584.00	50%	108,292.00	<u>75,804</u>	35%	50%	0.00
216,584.00	50%	108,292.00	<u>86,634</u>	40%	50%	0.00
216,584.00	50%	108,292.00	<u>97,463</u>	45%	50%	0.00

shows different
annual loss totals
possible for the
insured and
coresponding
potential dividend
at each level

Community Insurance Corporation – Identity Recovery Coverage

What is Identity Recovery Coverage for Employees?	HSB Identity Recovery coverage provides insurance protection and professional help to assist employees with identity theft. The coverage combines both identity theft insurance with services that help victims restore their credit history and identity records to pre-theft status.
Who is covered?	The service and coverage applies to permanent (full-time and part-time, elected and appointed officials) employees of the insured. This also includes household family members of the employee.
What does it cover?	<ul style="list-style-type: none"> • Out of Pocket Expenses <ul style="list-style-type: none"> ○ Includes: <ul style="list-style-type: none"> ▪ Legal Fees for answer of civil judgements and defense criminal charges ▪ Phone, postage, shipping fees ▪ Notary and filing fees ▪ Credit Bureau reports • Lost Wages and Child or Elder Care • Mental Health Counseling • Miscellaneous Expenses
What does it not cover?	<ul style="list-style-type: none"> • Monies stolen or fraudulently charged to the insured <ul style="list-style-type: none"> ○ Note: *These monies are usually recoverable directly from the financial institution* • Losses that arise from the insured's fraudulent or criminal acts • Losses that are not reported in writing to police
When is coverage triggered?	Coverage is provided on a "discovery" basis with a 60 day reporting requirement.
What services are provided?	<ul style="list-style-type: none"> • Help Line (Phone Number: 1-833-889-9042) <ul style="list-style-type: none"> ○ Access to toll-free Help Line <ul style="list-style-type: none"> ▪ Experienced identity theft counselors who can answer questions and provide useful information/resources to identity theft victims. ▪ All calls to Help Line receive counseling with no requirement to verify coverage. ▪ Ability to initiate process to request Case Management Services <ul style="list-style-type: none"> • Employees will need to be verified by the insured as a valid permanent employee prior to Case Management Services. ▪ Ability to initiate process to submit Expense Reimbursement claim • Case Management <ul style="list-style-type: none"> ○ Dedicated case manager for verified employees ○ Helps employee with restoration work that would otherwise be done by the employee. <ul style="list-style-type: none"> ▪ Reduces personal time required from the employee to restore his or her identity and credit ratings. ○ Helps assist employees that are at an elevated risk due to a lost/stolen wallet or as a result of having their personal information breached by a third party. ○ Helps the employee restore important identity related documents.
Limits of Coverage	<ul style="list-style-type: none"> • Annual Aggregate per "Identity Recovery Insured" = \$25,000 Total <ul style="list-style-type: none"> ○ Number of claims does not matter. Limits apply for a 12 month period. • Lost Wages and Child/Elder Care Sublimit = \$5,000 Total • Mental Health Counseling Sublimit = \$1,000 Total • Miscellaneous Expenses Sublimit = \$1,000 Total
Is there a deductible with this coverage?	No, this coverage is not subject to a deductible.
Reporting Procedures	In the event of a claim, you will call the HSB Identity Recovery Help Line (Phone Number: 1-833-889-9042). When reporting a claim, please identify you are a member of Community Insurance Corporation . HSB will then confirm with us that the entity is covered.

Municipal Name:	City of Menomonie
Total Number of Permanent Employees: (Full-time & Part-time, Elected & Appointed Officials)	158
Total Cost:	\$948.00
*Please acknowledge if you accept/reject this coverage and this premium charge will be added to your policy.	Accept: <input type="checkbox"/> Reject: <input type="checkbox"/>

Please sign off and provide the contact information below:

Contact Name:	Kate Martin
Email:	kmartin@menomonie-wi.gov

Signature: _____ Date: _____

Please return the quote information to:

Carol Schutz

Carol.Schutz@Charlestaylor.com

Phone: 262-230-2725

Pictured:
The Bend Theatre | West Bend

THERE IS
STRENGTH
IN OUR
COMMUNITY

WEST
BEND

3 27
CHRIS HAISE BAND

GRAND OPENING TONIGHT 8PM
TICKETS & INFO AT THEBENDTHEATRE.COM

Services Overview

2023



The services contained in this document are available at no additional cost to members of Community Insurance Corporation. All services are available to members holding a policy of coverage that corresponds to the services (i.e. property coverage = property services).



www.communityinsurancecorporation.com

Services Overview

About This Guide

Being a member of the Community Insurance Corporation (CIC) comes with numerous benefits and complimentary services. This document is intended to be a comprehensive overview of services available to members.

For your convenience, we have organized the document into sections:

CL	Claims Claims services for litigation, liability, workers' compensation and property lines of coverage.
UW	Underwriting & Insurance Administrative Services Underwriting and insurance administrative services, including statistical tracking, historical information, deductible selection, premium breakdowns, certificates of insurance and contract review.
RM	Risk Management & Loss Control Risk management and loss control consultative services, onsite and online training, and other programs and resources.
RP	Reports Reports available to members to gain insight into losses and identify trends/analyses.
EV	Events Listing of periodic CIC events and trainings.

This document also goes further by providing you the contact person(s) for each of the services. Next to each service, you will find:

FA	Liability/Property Field Claims Adjusters
WC	Workers' Compensation Adjusters
LM	Litigation Managers
UW	Underwriting Staff
CS	Client Services
RM	Risk Management & Loss Control
AL	Advanced Law Enforcement Risk Training (A.L.E.R.T)

On the next page, these contacts may be cross-referenced to find specific staff members and their contact information.

PLEASE NOTE: **FA WC LM RM** contacts work in a dedication fashion with members. Please contact your insurance contact to determine which individual is assigned to your municipality.

Staff Contacts

	Name	Title	Email	Phone
CL	Dave Bisek	SVP of Claims & Litigation	dave.bisek	800.236.6885
	LM Sheila Mishich	Litigation Case Manager	sheila.mishich	800.236.6885
	Brian Knee	Litigation Case Manager	brian.knee	800.236.6885
FA	Ryan Anderson	Field Claims Adjuster	ryan.anderson	866.819.9318
	Mark Koch	Field Claims Adjuster	mark.koch	844.344.2720
WC	Abby Schmitz	Director of WC Claims	abigail.schmitz	800.236.6885
	Kristie Thalacker	WC Claims Adjuster	kristie.thalacker	800.236.6885
	Sue Prudlow	WC Claims Adjuster	sue.prudlow	800.236.6885
	Dawn Hernandez	WC Claims Adjuster	dawn.hernandez	800.236.6885

	Name	Title	Email	Phone
UW	Karen Flynn	SVP of Underwriting	karen.flynn	800.236.6885
	Paul Schwegel	Director of UW Programs	paul.schwegel	800.236.6885
	UW Carol Schutz	Account Manager	carol.schutz	800.236.6885
	Terry Falls	Director of Audits	terry.falls	800.236.6885
	Pam Koehn Lori Walsh	Account Manager CSR - Property Insurance	pamela.koehn lori.walsh	800.236.6885 800.236.6885

	Name	Title	Email	Phone
RM	CS Josh Dirkse	Director of Client Services	josh.dirkse	800.236.6885
	Vance Forrest	Risk Management Consultant	vance.forrest	414.380.9035
RM	Jodi Traas	Risk Management Consultant	jodi.traas	800.511.9797
	Seth Johnson	Risk Management Consultant	seth.johnson	715.614.4150
	Jessica Schroeder	Risk Management Consultant	jessica.schroeder	608.350.8385
AL	Bruce Scott	A.L.E.R.T. Program Manager	-	414.491.1656

ALL EMAILS USE THE DOMAIN @CHARLESTAYLOR.COM

Claims

Claims

CIC provides full "cradle-to-grave" claims adjusting and litigation management services for liability, workers' compensation, and property claims. In addition to claims adjusting, CIC has developed additional offerings aimed at adding value to these services, and to give you the necessary tools to create a risk-aware culture in your municipality and positively impact your loss experience.

GENERAL CLAIM SERVICES

CLAIM TRENDING & LOSS ANALYSIS

CIC can provide claim trending and loss analysis for your municipality, staff, department heads or committees of jurisdiction.

LM FA WC CS RM

CLAIM REVIEWS

Scheduling a claim review with your field claims adjuster and litigation management is vital to understanding the claims process and identifying trends in your claims. It also allows the opportunity to ask questions, review the financial impact of a claim, and understand the strategies for claim closure going forward.

LM FA WC UW CS RM

CLAIM TRAINING FOR STAFF & DEPARTMENT HEADS

CIC can provide an overview of the claim process, the necessity for assistance in investigation and the importance of mutual cooperation amongst all county-parties involved. This training creates awareness for trends and potential claims.

LM FA WC CS RM

LIABILITY

PRE-CLAIM LOSS CONTROL

There are often times when a municipality becomes aware of a situation that may give rise to a potential claim. Though no coverage trigger exists (notice of claim, suit, or monetary/non-monetary damages) – CIC developed Pre-Claim Loss Control as a means to proactively respond to the situation. Pre-Claim Loss Control provides strategic legal consultation that will aid the municipality in proper handling to prevent legal action or advance a position that is removed from the "politics" of the situation. If a formal claim, notice or suit is brought, the municipality has already developed its legal strategy and has a head-start in the investigation and discovery.

LM

WORKERS' COMPENSATION

WORKERS' COMPENSATION CLAIM KIT

CIC's Workers' Compensation Claim Kit includes all reporting forms necessary for reporting a work-related injury. The kit is electronically fillable to make reporting a claim easy and ensures your adjuster has all of the necessary information to begin returning the injured employee to work as soon as medically possible.

WC

TRANSITIONAL RETURN-TO-WORK

Modified duty positions are vital to a return-to-work program. If you don't have a position that fits the modified duty guidelines for an injured worker, CIC has access to transitional duty opportunities available through local charities.

WC

Claims/continued

WORKERS' COMPENSATION, continued

COMMUNITY INSURANCE CORPORATION CARE LINE

The Care Line is a telephonic nurse case triage service available to CIC's Workers' Compensation policyholders. The Care Line provides immediate consultation from a registered nurse (RN) on appropriate or necessary medical treatment following a workplace injury. The goal of the Care Line is to eliminate unnecessary emergency room/urgent care visits through recommending appropriate home care remedies where possible. In the event of an injury that requires medical care – the Care Line nurse will provide assistance in scheduling the appointment for the injured worker and preparing the provider with the background of the injury and the required paperwork that must be completed to address modified duty, if any. The CIC Care Line is powered by Paradigm – a nationwide nurse case management firm.

CIC provides Care Line posters and wallet cards to be carried by your employees. The Care Line and related materials are provided at no additional cost.

WC CS

NURSE CASE MANAGEMENT

In some severe injuries or injuries requiring long-term care, CIC will assign nurse case management to monitor the claim. In either telephonic or field modes, nurse case management provides a higher level of claim monitoring by qualified medical professionals who will address treatment necessity and act as an advocate for the company and the injured worker.

WC

RETURN-TO-WORK PROGRAM DEVELOPMENT

CIC believes the benefits of a solid return-to-work program are many, and our members will see a marked decrease in overall claims costs by adopting and strictly following this program. In every claim we handle, we pursue return-to-work to the fullest extent, and make every attempt available to return the injured worker to light duty with the client. We stand ready to assist in the development of a return-to-work program, and will work with you to identify modified duty opportunities.

WC RM

EXPERIENCE MODIFICATION FACTOR ANALYSIS

CIC has the ability to dive deeper into your municipality's Experience Modification Factor, or mod. Your mod is important – it is the single factor in the underwriting process that determines if you receive debit or credit premium. A mod analysis can forecast future mod changes, highlight areas for improvement and will let you know of the "expected loss" for a given employee group. For self-insured members, a mod analysis is a great benchmarking tool.

CS

PROPERTY

STRATEGIC PARTNERSHIPS

CIC maintains strategic partnerships with disaster restoration firms with the goal of streamlining mitigation and prevention efforts. Our strategic partners assist in deploying resources and coordinating recovery following a qualifying loss. In addition to "boots-on-the-ground" services, disaster restoration firms act in close concert with our dedicated field claims adjusters to coordinate the claim process.

UW

UW Policies Underwriting & Insurance Administrative Services

Managing your municipality's insurance program can be tough – CIC is here to help throughout the policy year. In addition to processing renewals and connecting your municipality to the coverages you need, general administration staff is available to assist and supplement your decision-making with valuable services.

INSURANCE PROGRAM MONITORING

- » Historical premium and deductible selections
- » Insurance program reviews with staff, department heads, and/or committees of jurisdiction

UW

DEDUCTIBLE SELECTION REPORTS

Confused on which deductible is right for your municipality? Our deductible analysis reports provide you with the decision-making power to select the right deductible based on your loss history and risk appetite.

UW

CERTIFICATE OF INSURANCE ISSUANCE & MAINTENANCE

When requested, CIC will issue certificates of insurance to the requester and will maintain a database of prior recipients to receive the certificates on an annual basis.

UW

CONTRACT REVIEW

CIC is available to review all contracts and hold harmless/indemnifications clauses within to ensure your municipality is adequately protected when contracting with a third party.

UW CS

POLICY & PROCEDURE LEGAL REVIEW & DEVELOPMENT

Policy and procedure development can be a long and daunting process and can have ramifications in the form of employment-related or errors and omissions claims. CIC and our extensive legal network are available to assist you in the development of sound policies and procedures or to review and provide recommendation.

UW CS RM

PREMIUM BREAKDOWN

Premium breakdowns are beneficial if you conduct budget chargebacks to specific departments for a portion of liability or Workers' Compensation premium. CIC can provide a complete breakdown of these premiums by department.

UW

OPTIMIZING YOUR INSURANCE PROGRAM

Have questions about our policy or how you can improve your internal processes surrounding your insurance program? From guidance documents to customized process plans, CIC is here to help.

UW

Underwriting & Insurance Administrative Services / continued

UNDERWRITING, continued

SELF-INSURED WORKERS' COMPENSATION PROGRAM

A risk-reward decision, self-insured Workers Compensation programs provide you with the opportunity for money savings, but with a risk. CIC provides Excess Workers' Compensation policies with retentions below what the commercial industry offers, and provides a convenient bundled approach to services. By combining the Excess Workers' Compensation policy, claims administration, loss control consultation and safety training, your municipality will eliminate the need for contracts in each of these areas with separate service providers.

CIC can assist you in decision-making with regards to moving to the self-insurance model for Workers' Compensation by providing detailed reports and modeling based on your Workers' Compensation loss history.

UW CS

ONLINE STATEMENT OF VALUES (SOV) MAINTENANCE

For our property insurance members, CIC offers a convenient online database called AMP (Asset Management Portal) for maintaining insurable property. This allows you to electronically submit property change/add/delete requests and manage building traits based on renovations or additions. Effective use of the AMP program protects insurable properties and expedites the renewal process. AMP also features convenient reports and top-of-line customer service.

UW

COVERAGE, CUSTOMIZED.

CIC doesn't use boilerplate commercial insurance policies, rather - we created our own policy form and tailored our coverage to suit the specific and unique needs of our members.

In our 30+ years of insuring Wisconsin public entities, we have consistently expanded coverage as you continue to confront new exposures.

**RM**

Risk Management & Loss Control

CIC's loss control and risk management services are geared towards being responsive to your needs, the exposures you face on a daily basis, and your loss trends. Working in a dedicated fashion, our risk management consultants partner with you to identify training and program development needs and proactively create a risk and safety aware culture amongst your staff.

A.L.E.R.T.

(ADVANCED LAW ENFORCEMENT RISK TRAINING)

LEXIPOL

Lexipol provides law enforcement and custody policy and procedure development. Lexipol monitors changes in law enforcement policy at the state level, and changing legal precedence, to ensure consistency and compliance with state and federal law. In addition to policy and procedure development and maintenance, Lexipol also features Daily Training Bulletins (DTBs) which are available to train your employees on various portions of your actual policy on a daily basis. CIC covers 85% of the Lexipol annual subscription cost.

CS

MILO FIREARMS TRAINING SYSTEM

The MILO is a state-of-the-art scenario-based training system that places trainees into an immersive exercise aimed at training both law enforcement and decision-making skills. The portable system features laser-fitted duty weapons. Trainees are presented with a scenario on a screen and must take action either verbally or by utilizing the assigned weapon. The trainer has full control over the outcome of the scenario – if proper verbal commands were used, the trainer can resolve the scenario accordingly – likewise, the trainer can also control whether or not the subject of the scenario fires his/her weapon or displays suspicious behavior.

AL

SAFETY TRAINING & PROGRAM DEVELOPMENT

COURSEWORK DATABASE – ONLINE TRAINING

CIC developed the Coursework Database, our proprietary online safety training portal, in 2007 – well ahead of our industry peers. Since then, we have re-imagined the portal and incorporated numerous new features and functionality. The Coursework Database features course modules produced by CIC risk management consultants – so you can be sure that the content is relevant to the exposures you face on a daily basis. You can also customize curriculum for your employees by grouping them by job duty or department. Taking quiz performance data off of the portal is easy with a robust reports feature.

RM CS

MANDATED DSPS PROGRAM DEVELOPMENT & TRAINING

- » Bloodborne Pathogens
- » Confined Space Entry
- » Control of Energy Sources (Lockout/Tagout)
- » Employee Emergency & Fire Prevention Plans
- » Fire Extinguishers
- » GHS – Hazard Communication
- » Hazardous Materials Emergency Response
- » Hearing Conservation
- » Personal Protective Equipment (PPE)
- » Powered Industrial Truck (Forklift) Operation
- » Respiratory Protection
- » Welding, Cutting and Brazing

RM

Risk Management & Loss Control /continued

SAFETY TRAINING & PROGRAM DEVELOPMENT, continued

NON-MANDATED SAFETY TRAINING & PROGRAM DEVELOPMENT

- » Electrical Safety
- » Emergency Action Plans
- » Ergonomics / Ergonomics Committees & Evaluations
- » Facilities Assessments / Industrial Hygiene
- » Fall Protection
- » Fire Protection
- » Fleet Safety
- » Hazard Recognition
- » Incident Analysis & Investigation
- » Ladder Safety
- » Lifting & Flexing / "I Am Not a Crane"
- » Means of Egress
- » Office Safety
- » Safety Committees
- » Slips, Trips and Falls
- » Stress Management
- » Work Zones & Flagging Operations
- » Workers' Compensation Loss Mapping Teams

RM

RISK MANAGEMENT TRAINING & PROGRAM DEVELOPMENT

CIC has effectively assisted our members in controlling their risk and lowering overall losses. We can assist you in developing the following:

- » Identifying elements of risk management that will prevent and reduce loss and inform you of the protocols of risk control implementation.
- » Establish standard levels of performance for each element of risk management as criteria to evaluate program performance.
- » Measure risk management and control performance. In addition to post-loss performance measurements, pre-loss activities and compliance standards must also be measured.

- » Create positive reinforcement through leading indicator incentive programs and correct non-compliance.

RISK MANAGEMENT TRAINING

- » De-Escalation & Defense Training for Service
- » Defensive Driving
- » Diversity & Ethics
- » Employees
- » HIPAA & Risk Management
- » Open Meetings & Public Records
- » Safety/Risk Management Committees & Implementation
- » Sexual Harassment

RM

FACILITIES, GROUNDS & EQUIPMENT INSPECTIONS

Risk Management Consultants are available to conduct facilities, grounds, and equipment inspections to identify hazards and corrective action necessary to return to a safe state. In addition to conducting inspections, our consultants can assist you in developing internal inspection procedures, reports, and monitoring tools.

RM

MANAGEMENT TRAINING

Managing employees is tough - understanding effective management tools like conflict resolution, communication, and employee discrimination is essential. CIC can assist in providing managerial and supervisory-level training for new (or seasoned managers).

RM

Risk Management & Loss Control /continued

RISK MANAGEMENT TRAINING & PROGRAM DEVELOPMENT, continued

Cyber - Resilience & Education Coordination Services (C-RECS) Program

The County Mutual developed our C-RECS Program to assist our members in their efforts to create a stronger cybersecurity program and risk aware culture at all levels of their organization. Through risk assessment tools, employee training, and other resources - we work in close concert with our members to protect their data and critical systems.

CS

PROPERTY LOSS CONTROL

THE PROTECTOR - A QUARTERLY PROPERTY LOSS CONTROL NEWSLETTER

The Protector features content geared towards helping you understand your property insurance program, loss control/preventative maintenance best practices, market trends, claim tips, and guidance from CIC loss control experts.

UW CS RM

ADDITIONAL RESOURCES

In addition to The Protector, CIC maintains a library of property insurance resource documents and training materials for you to use at your leisure, including:

- » Process overviews and guides
- » Accounting documents
- » Video training
- » Self-inspection forms
- » Industry best practices

UW CS RM

STRATEGIC PARTNERSHIPS

CIC maintains strategic partnerships with disaster restoration firms and commercial fire protection companies with the goal of streamlining mitigation and prevention efforts.

Our members have access to work independently with these partners and access services, field expertise, and other valuable resources to strengthen your property program.

Disaster restoration firms provide statewide coverage and 24/7/365 emergency response to mitigate losses and stop further damage. Their technical expertise will aid in the recovery and restoration process to quickly return you to normal operations.

Commercial fire protection companies provide preventative maintenance, pump test/sprinkler tests, alarm testing, evaluation of current fire protection systems, and design consultation for new/existing construction or renovation.

UW CS

RISK, MANAGED.

Acting in true partnership with our members, our dedicated Risk Management Consultants work to tailor services to the needs of your risk management program.

From guidance and consultation to employee training, we stand ready to diligently protect you, your employees, and the people you serve.

Events

CIC hosts, sponsors or participates a number of events throughout the year to address significant issues, deliver required training and spotlight member performance.

HIGHWAY SAFETY DAYS

In May of every year, the CIC conducts its annual Highway Safety Days throughout the state. Held at various regional sites, the Highway Safety Days train in excess of 1,300 highway workers in a variety of different topics. The training satisfies 7.5 hours of MSHA Refresher Training and audiologists conduct annual audiograms. This event is offered at no additional cost to CIC members.

CS RM

PLAYGROUND SAFETY & MAINTENANCE SEMINARS

CIC routinely conducts regional Playground Safety & Maintenance training for municipal personnel who are responsible for maintaining municipal playgrounds and play surfaces. Held in conjunction with host-school districts, CIC makes this training available to all surrounding member municipalities.

RM

CIC SEMINARS & WEBINARS

Held throughout the year either in-person or using webinar technology, CIC aims to educate our members on their insurance coverage and services, and share meaningful risk management best practices. All seminars and webinars are offered at no additional cost and are open to all relevant municipal personnel.

CS

A.L.E.R.T. LAW ENFORCEMENT CHALLENGE

The A.L.E.R.T. Law Enforcement Challenge is held every year in the Fall in Stevens Point. The challenge is aimed at testing the mental and physical skills of law enforcement personnel through a daunting obstacle course and marksmanship event. Generous monetary prizes are awarded to the top five departments and competitors.

CS RM AL

CIC PROPERTY SCHOOL

The Property School is an ongoing program to support Facilities/Building Management personnel and provide education aimed at preventing and mitigating losses. Topics such as programmed maintenance, emerging building techniques/materials, inspection tools and procedures, and guidelines for repair and general maintenance. The Property School is administered in association with our strategic partners.

UW CS RM

Reports

All claims information and data is maintained within the Aegis Insurance Management System (IMS) and exportable into various formats. The flexibility of this data allows for meaningful reports to be developed to give you insight into trends within your losses.

AUTOMATED LOSS RUNS

As a standard, loss runs are delivered automatically via email to each insurance contact and other designated individuals within your organization. The following reports and the respective schedules are found below:

- » **Liability:** Open & Recently Closed Claims | Monthly
- » **Liability:** All Claims | Bi-Annually (January 1 and July 1)
- » **Property:** All Claims | Monthly
- » **Workers' Compensation:** All Claims | Monthly
- » **Workers' Compensation:** DWD Excess Workers' Compensation Renewal Data | Annually (January 1)

CS

AD-HOC / CUSTOMIZED REPORTS

CIC can design a report to suit your needs. Are you wondering how well your Workers' Compensation program is performing against other municipalities? Do you want to study musculoskeletal injuries in your public works department? Customized reports can be automated to deliver on a schedule of your choosing to a customized distribution groups within your organization.

CS

"YOU CAN'T
MANAGE
WHAT YOU
DON'T
MEASURE"

- WILLIAM EDWARD DEMING

Deming is known for developing the "Deming Cycle for Continual Improvement," a model that can be applied to risk management. Successful risk management programs require thoughtful measurement in the form of performance benchmarks.

Fortunately, CIC is here to help you measure, and manage.



Coursework Database

Courses Overview

**County
Mutual**

Wisconsin County Mutual Insurance Corporation

**COMMUNITY
INSURANCE**
CORPORATION



Updated
6/2020



Welcome

The County Mutual and Community Insurance Corporation recognizes the difficulty of facilitating time during the work day to coordinate and execute training. We are proud to offer web-based training to all of our clients at no additional cost. The training module allows department or risk management staff to coordinate training sessions at the member's leisure.

ADMINISTERING TRAINING

Insureds are encouraged to develop a structure for managing employee information within the Coursework Database and identifying a point of contact for keeping up with employee performance. This individual, the Administrator, will have the ability to add/delete employees, assign courses, view quiz performance and run reports.

Employees can be organized into Groups, allowing the Administrator to assign a customized curriculum of courses based on job duties or roles. For instance, a human resources department employee is going to be concerned with Human Resources: The Hiring Process & FMLA course and not with Auger or Wood Chipper Safety.

COURSES

Courses are organized in sub-sections of a greater topic. A slide is devoted to each sub-

section and will either contain text content or a short video clip.* Employees will move from slide to slide to complete a course.

Following completion of the course, the employee will be given a short quiz to ensure the material is learned. Once the employee has completed the quiz, he/she will receive immediate feedback on their performance on the quiz, and why/why not the answer they selected was correct. The employee's score will be made available to the Administrator to view. The Administrator can then reassign the course to the employee, or suggest further more directed training on the subject.

TECHNICAL SUPPORT

If you are interested in setting up your organization on the Coursework Database, have technical questions or concerns, please contact Josh Dirkse at josh@aegis-wi.com or at 800-236-6885.

ABOUT THIS GUIDE

Each course has been marked as being relevant training for each of the entities insured by the County Mutual and Community Insurance Corporation.

-  COUNTIES
-  MUNICIPALITIES
-  SCHOOLS

This document is an overview of the courses currently available on the Coursework Database website. Annually, the County Mutual and Community Insurance Corporation add 4 courses to the Database. If you have any recommendations regarding videos, please contact your Risk Management Consultant.



AUGER SAFETY

PRESENTER VANCE FORREST

When there's snow on the ground there are plows on the road. While your responsibility is to provide safe and clear travel for motorists, you also need to be sure that you never overlook your own safety. The Auger Safety program will examine work practices that are critical to your safety while working around augers and spinners.



AVOIDING ANIMAL & INSECT BITES

PRESENTER JOSH DIRKSE

Bites and sting risks from animals or insects are a hazard to anyone working in the field. This course will provide an overview of the risks posed by animals and insects, such as dogs and cats, and bees and ticks. You will also learn about proper personal protective equipment (PPE) to utilize in various circumstances, and what to do in the event you are bitten or stung.



BULLYING IN THE WORKPLACE

PRESENTER JODI TRAAS

Workplace bullying isn't a new phenomenon, however, it is becoming more prevalent. This video will help you identify bullies, and give you information on what you should do if you experience or witness bullying in your workplace.



BLOODBORNE PATHOGENS

PRESENTER JODI TRAAS

This program is designed to provide a basic understanding of bloodborne pathogens including common modes of their transmission, methods of prevention and other pertinent information that will help you safely and effectively deal with bodily fluids you may encounter in your workplace.



CHAIN SAW SAFETY

PRESENTER DEBBY DEWITT

The chain saw is one of the most efficient, productive, and dangerous portable tools used in any industry. This training is designed to give you basic information needed to operate a saw properly and help you avoid injury.



CONCUSSION MANAGEMENT PLANS

PRESENTER VANCE FORREST

Concussions are on the rise of national awareness, especially those experienced by student athletes. The long-term effects of concussions, if not discovered immediately and remedied, can be life threatening. School Districts must respond by implementing guidelines and policy that addresses concussions experienced by student athletes. This course provides an overview of the law governing concussions and provides policy guidance on developing and implementing your own Concussion Management Plan.

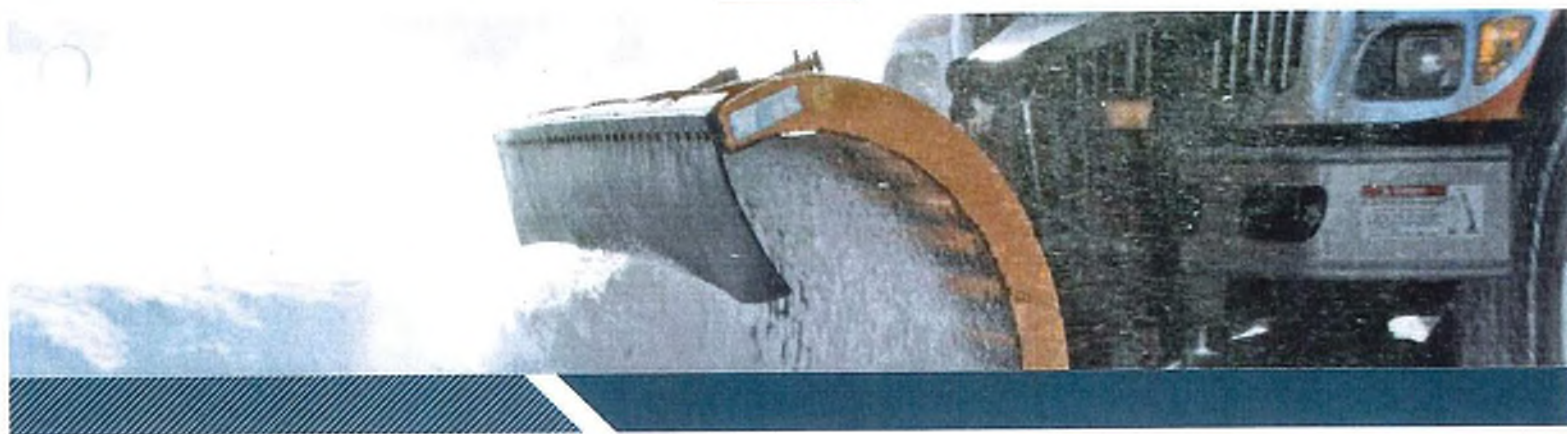


CONFINED SPACES

PRESENTER COUNTY MUTUAL

If you are required to work in a confined space, do you know what steps to take to ensure your safety and the safety of others? This training is intended to increase your awareness of the safety issues involved when working in a confined space. Your attention to these issues could save lives.





CYBER RISKS: AVOIDING SOCIAL ENGINEERING TACTICS

PRESENTER JOSH DIRKSE

Social engineering is an increasingly popular method of perpetrating crimes - especially online. This course provides an overview of social engineering tactics and how you can best protect yourself, and your organization, from becoming a victim.

CMS

CYBER RISKS: DATA BREACHES & IT SECURITY RESPONSE PLANS

PRESENTER JOSH DIRKSE

Today's public entities face a large exposure in the collection and storage of personally identifiable information, payment and bank account transactions, tax records and medical information. Understanding the trends and anatomy of data breaches is the first step in responding to these exposures. Having a coordinated response is also vital to ensuring victims of a data breach are remedied and the loss to the entity's reputation is not harmed. This course will present data breaches, provide an overview as to how they are perpetuated, and what you can do to respond.

CMS

DANGERS OF DROWSY DRIVING

PRESENTER JODI TRAAS

The dangers of drowsy and fatigued driving are real - and chances are you've experienced it. This course will provide an overview of the dangers of drowsy and fatigued driving and show how it can impair judgment, performance, and reaction times while driving. This course will also provide the common risk factors for drowsy driving and tips on how to stay alert, and as a result, safe, behind the wheel.

CMS

DE-ESCALATION & DEFENSE

PRESENTER JODI TRAAS

Your workplace is an environment for employees to come together for a common goal of success. Keeping this environment safe and free from threatening situations is essential to that goal. This training is designed to review the necessary steps and work practices you can take to ensure your personal safety.

CMS

DEFENSIVE DRIVING

PRESENTER DEBBY DEWITT

The truth is, the longer we have been driving, the less we remember the rules of the road. Think about it - could you pass the State Division of Motor Vehicles license test if you took it today? Sadly, most of us would not. This training is intended to serve as a refresher that will enhance driver safety and minimize accidents and injuries.

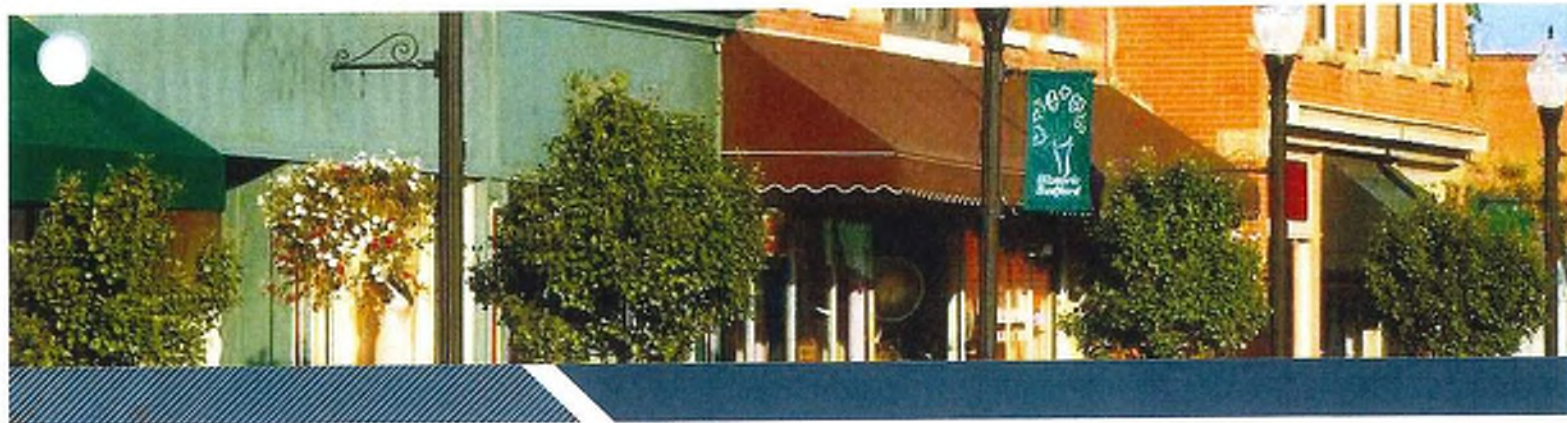
CMS

DIVERSITY & ETHICS IN THE WORKPLACE

PRESENTER NICK DILLON

The purpose of this training is to help you gain a better understanding of harassment, diversity, and interpersonal ethics as whole. This training will also ensure you have an understanding of your employer's commitment not to tolerate harassment and know what to do when diversity is not respected.

CMS



DRUG & ALCOHOL AWARENESS FOR SUPERVISORS

PRESENTER NICK DILLON

Drugs and alcohol present a significant hazard if consumed. This training will present the numerous issues associated with the use and influence of drugs and alcohol, as well as common symptoms that may be present in employees and recognized by supervisors.

CMS

ELECTRICAL SAFETY

PRESENTER JODI TRAAS

Electricity is one of the most common causes of fire in homes and in the workplace. Whether it's unsafe installation, the environment, or unsafe work practices, it is important to understand electricity and how to handle it safely. This video will present various ways to protect electrical sources and safe work practices to utilize when working with electricity.

CMS

EMERGENCY ACTION PLAN

PRESENTER COUNTY MUTUAL

Fires and explosions in the workplace kill or injure more than 2,500 Americans each year. Along with these risks, casualties can also be caused by other emergencies like bomb threats, toxic vapors, and natural disasters like blizzards and tornados. The best way to prepare for these dangerous situations is to make sure your workplace has a detailed Emergency Action Plan.

CMS

ERGONOMICS & WORKSTATION DESIGN

PRESENTER JODI TRAAS

Ergonomics is a valuable approach to reducing the financial costs and human suffering from work-related musculoskeletal disorders. The good news is that ergonomics can be carried out effectively and eliminate ergonomic job hazards and risk factors. This training will give you the tools needed to identify ergonomic problems and develop solutions. You will learn information on work station design, proper lifting techniques, and healthy stretches.

CMS

EXCAVATION AWARENESS

PRESENTER NICK DILLON & DEBBY DEWITT

Excavation work is one of the most dangerous of all municipal operations. This course is designed to provide you with the basic information you need to work safely while performing this type of work.

CM

FIRE INVESTIGATIONS

PRESENTER COUNTY MUTUAL

This detailed course will explain the importance of fire investigations in determining proper cause and identifying starting points.

M

FORKLIFT SAFETY

PRESENTER NICK DILLON

In 1999, OSHA updated and finalized the standard for forklift operation. This training will highlight key components of this standard. Maintenance, loads, traveling, guarding, and hazard evaluation will all be covered.

CM



GHS - HAZARD COMMUNICATION

PRESENTER DEBBY DEWITT

For the first time in nearly 30 years, the U.S. Occupational Health and Safety Administration (OSHA) has updated its Hazard Communication Standard. These changes brought regulations in line with the creation of the Globally Harmonized System commonly referred to as GHS. This training discusses key points of the GHS System of Hazard Identification.

CMS

HAZING AWARENESS & PREVENTION

PRESENTER JODI TRAAS

Hazing is a prevalent form of harassment in today's society. It requires a victim to participate in embarrassing, harmful, and sometimes violent actions to create a sense of belonging on a particular team or in a particular group. This course provides guidance on recognizing hazing types and behaviors and well as provides concrete guidance on the importance of establishing an anti-hazing policy.

S

HEARING CONSERVATION

PRESENTER NICK DILLON

Every year, approximately 30 million people in the United States are occupationally exposed to hazardous noise. Fortunately, the incidence of noise-induced hearing loss can be reduced or eliminated through the successful application of engineering controls and hearing conservation programs. This training will help you understand how your ears and hearing work, and what you can do to protect your hearing while on the job, and off.

CMS

HIPAA: INTRODUCTION TO THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

PRESENTER MEGHAN O'CONNOR, VON BRIESEN & ROPER, S.C.

This course provides a detailed introduction to HIPAA and the key principles under the law, stakeholders, and important penalty and enforcement information.

CMS

HIPAA: RISK MANAGEMENT RECOMMENDATIONS

PRESENTER RYAN SIEHR, VON BRIESEN & ROPER, S.C.

This course recommends important risk management considerations and guidelines that address common exposures of protected health information under HIPAA.

CMS

HUMAN RESOURCES: THE HIRING PROCESS & FMLA

PRESENTER CHRISTINE HAMEL, VON BRIESEN & ROPER, S.C.

This course will cover guidelines and processes used by human resources staff during the hiring process, as well as the many legal pitfalls that you can experience. This course will also introduce the federal Family and Medical Leave Act (FMLA).

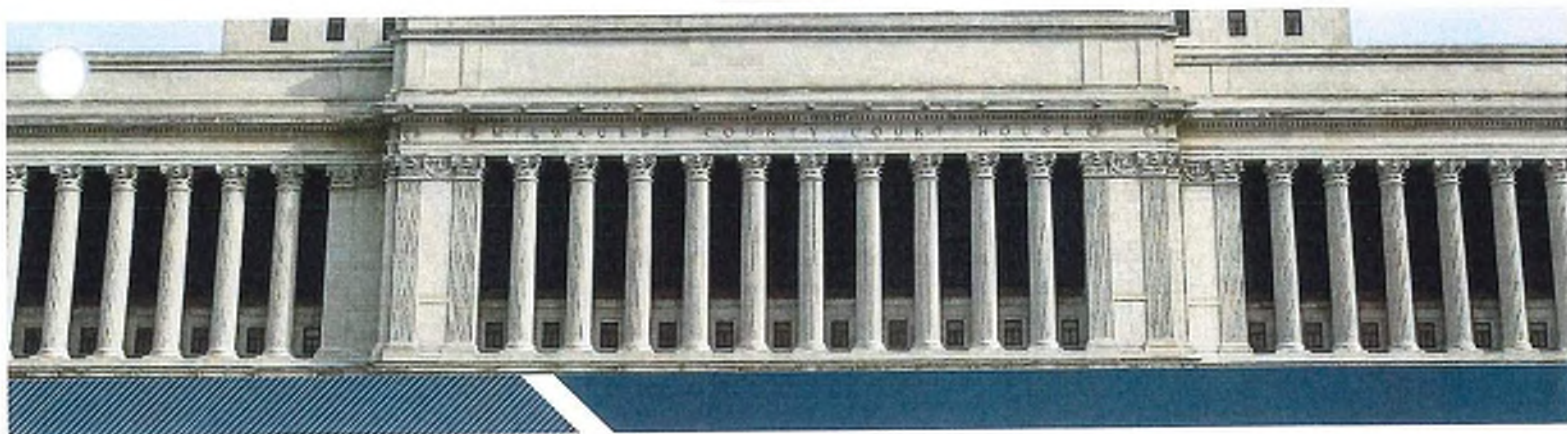
CMS

HYBRID VEHICLE SAFETY

PRESENTER COUNTY MUTUAL

There's been a lot of debate about hybrid vehicles and whether they really deliver the high fuel economy numbers touted by vehicle manufacturers. But another issue that has received less attention isn't fuel economy, it is the concern of being shocked or electrocuted while approaching these vehicles in an emergency.

CM



IDENTIFYING & PREVENTING EVERYDAY HAZARDS IN THE CLASSROOM

PRESENTER JODI TRAAS

We expect our schools to be safe havens for the children within. In order for students to remain safe and healthy and also to ensure the well-being of the teachers in the school, classrooms should be regularly and systematically checked for hazards.



INCIDENT INVESTIGATIONS

PRESENTER SETH JOHNSON

It's commonplace for employers to investigate accidents, but why should an employer investigate every incident - even close calls? Incident investigations go a step further than accident investigations by investigating all workplace events to identify root causes and implement corrective actions. Through a systems-approach, you will be able to look beyond the apparent, and find the WHAT and WHY, at the root.



LADDER SAFETY

PRESENTER DEBBY DEWITT

Almost every industry and many homes use ladders. Each year, thousands of people are injured falling off ladders. This training will provide you with information on basic ladder safety.



LOCK OUT / TAG OUT

PRESENTER NICK DILLON

This training is designed to help you recognize hazardous energy systems and understand the responsibilities of both authorized and affected employees. You will also learn how to control hazardous energy with the lockout / tag out procedure.



ME TOO: RECOGNIZING & PREVENTING SEXUAL HARASSMENT

PRESENTER JODI TRAAS

The "Me Too" Movement has brought the important issue of sexual harassment to the forefront of the global consciousness. This course delves deeply into the types and forms of sexual harassment, provides important information for victims, and ways your organization can promote a respectful workplace for all employees and avoid turnover, poor morale, and legal troubles.



OFFICE SAFETY

PRESENTER JODI TRAAS

Everyday hazards are present in any environment, but the office presents unique and hidden hazards that we all should be aware of. This training will present a number of office safety tips that will help you prevent injuries and accidents while on the job.





OPEN MEETINGS & PUBLIC RECORDS

PRESENTER ANDY PHILLIPS, VON BRIESEN & ROPER, S.C.

Not everyone knows about the laws that apply to public entities for open meetings and public records. The purpose of this training is to help you conduct a proper meeting and show what information is required to be disclosed under Wisconsin's Public Records Law.

CMS

OSHA (DSPS) REPORTING & RECORDKEEPING

PRESENTER NICK DILLON

The Occupational Safety & Health Act of 1970 created the Occupational Safety & Health Administration (OSHA) to develop, implement and oversee standards and enforce workplace safety violations. Wisconsin public entities fall under a state-specific plan for workplace safety standards and enforcement administered by the Department of Safety & Professional Services (DSPS). This course will introduce employee rights and employer requirements with regards to workplace safety and also detail reporting requirements of work-related injury and illnesses and submission of annual summary reports to DSPS.

CMS

PERSONAL PROTECTIVE EQUIPMENT

PRESENTER DEBBY DEWITT

Statistics show that a majority of workers injured while performing their normal jobs at their regular worksite were not wearing personal protective equipment. This program is intended to give you the information you need to select, inspect, and use the appropriate personal protective equipment.

CMS

PLAYGROUND SAFETY

PRESENTER JODI TRAAS

Playgrounds and outdoor play equipment can provide children with fun, fresh air, and exercise, but they can also pose some safety hazards. This training will show you how to ensure your playground is in safe order and how to maintain the playground and the surrounding area, such as the material underneath playgrounds.

CMS

PLAYGROUND SUPERVISION

PRESENTER JODI TRAAS

Playgrounds are a great way for children to develop their motor skills and form friendships. Through play, children are able to establish their creativity and imagination and to get fresh air and physical exercise in the process. However, in the blink of an eye, fun on a playground can take a dangerous turn. This training will address the primary job of a Playground Supervisor – the safety and welfare of children in their care.

MS

POOL SAFETY

PRESENTER VANCE FORREST

Wisconsin is home to approximately 4,000 public swimming pools and water attractions, and the number of patrons visiting these facilities continues to grow. With the increase in water recreation, it's important that pool operators ensure the safety of all individuals in these facilities. This training is designed to help you run a swimming pool safely and efficiently.

MS



PROTECT YOUR BACK

PRESENTER DEBBY DEWITT

The human and economic costs of back injuries is massive. This program will help you reduce your chances of harming your back.

CMS

RESPIRATOR & FIT TESTING

PRESENTER NICK DILLON

Respirators are used in the workplace every day to ensure employee safety. This training will review the process you need to accomplish to ensure your respirator is providing you the protection you need to do your job safely and efficiently.

CM

RESPONDING TO THE MEDIA

PRESENTER COUNTY MUTUAL

This training will outline the tools needed by your organization to manage the media and manage the message presented to the media.

CMS

RESPONDING TO THE MEDIA FOR LAW ENFORCEMENT

PRESENTER COUNTY MUTUAL

This training will outline the tools needed by law enforcement to manage the media and manage the message presented to the media.

CM

RIGGING & LOAD SECUREMENT

PRESENTER JESSICA SCHROEDER

The purpose of this training is to learn about to apply the securement requirements in the North American Cargo Securement Standard, learn how to safely load and secure your commodities, and inspect a secured load for compliance.

CM

SAFE USE OF FIRE EXTINGUISHERS

PRESENTER DEBBY DEWITT

This training will teach you how to prevent a fire from breaking out in your home or work environment and how to properly use a fire extinguisher should a fire start.

CMS

SAFETY COMMITTEE MEETINGS

PRESENTER JOHN DIRKSE

A Health & Safety Committee can become an effective tool in preventing accidents and hazards while motivating employees to become actively involved in the organization's health and safety program. By forming a committee today, organizations are looking out for the employees of tomorrow.

CMS

SCHOOL BUS SAFETY

PRESENTER VANCE FORREST

Children and parents rely on school bus drivers to get them to their destinations safely. In this training, you'll learn the necessary precautions that will ensure a safe trip for all of your passengers.

MS



SCHOOL BUS SAFETY USING PBIS

PRESENTER VANCE FORREST

As we walk through our work areas, many of us are oblivious to the potential hazards we encounter. Yet, the risk of getting hurt is very real. This training will help you understand how slips, trips, and falls happen, and provide you with the knowledge of how to prevent needless and painful injuries.

S

SILICA AWARENESS

PRESENTER JESSICA SCHROEDER

Crystalline silica is a common component of stone derivatives (concrete, rock, brick, etc.) and prolonged exposure to silica dust has proven to cause respiratory and kidney conditions, including cancer. This brief course discusses silica and what is required to ensure proper employee safety and health.

CM

SLIPS, TRIPS, AND FALLS

PRESENTER DEBBY DEWITT

As we walk through our work areas, many of us are oblivious to the potential hazards we encounter. Yet, the risk of getting hurt is very real. This training will help you understand how slips, trips, and falls happen, and provide you with the knowledge of how to prevent needless and painful injuries.

CMS

TECHNICAL EDUCATION SAFETY

PRESENTER DEBBY DEWITT

The purpose of this training is to give you a look at the key factors to ensuring a safe shop environment. An important part of your experience in woodworking will be learning how to follow practices and procedures that will prevent injuries to yourself and others.

S

UNDERSTANDING & IMPROVING YOUR SAFETY CULTURE

PRESENTER BRYAN CHANCE

This brief course provides you with insight into what defined and contributes to your organization's safety culture. It also introduces the common process improvement model - Deming's Cycle or the PDCA (Plan-Do-Check-Act) Cycle - which can be applied to your safety efforts to proactively address employee exposures and improve your safety culture.

CMS

UNDERSTANDING STRESS

PRESENTER COUNTY MUTUAL

Stress happens when people believe that their demand exceeds their ability to cope. Stress can arise from work, relationships, life changes, uncertainty, to even negotiating traffic. Today's family and economic demands can add to that stress. This training will review the positive and negative effects of stress and give you ideas on how to cope with this thing called stress.

CMS



USING VOLUNTEERS

PRESENTER VANCE FORREST

Volunteers make a dramatic difference in the lives of others by volunteering their time for your organization. This course will present the proper protocol for securing, screening, and orientating volunteers. You will also learn the risks to your organization and the coverages afforded from your general liability and automobile liability insurance policy when using volunteers.

CMS

WISCONSIN STATE STATUTE 893.80

PRESENTER DAVE BISEK

Wisconsin State Statute 893.80 covers claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits. This training will provide an overview of these provisions and vital protections for school and municipal government. Also covered in this training are the processes for reporting a claim under the statutes.

CMS

WOOD CHIPPER SAFETY

PRESENTER DEBBY DEWITT

Wood chippers are a dangerous implement, but a necessary tool for forest and landscape health. This course will cover the parts of a common commercial wood chipper and the safety risks that exist during its operation. You will also be provided with numerous safety tips to avoid injury.

CM

WORK ZONE SAFETY

PRESENTER DEBBY DEWITT

This training will provide you with information regarding the best work practices that will help keep you safe when exposed to traffic hazards on our vital roadways.

CM



WE ARE OUR PEOPLE

Together, our employees enjoy a work environment where they feel valued and appreciated. Our offices run on energy and passion, while sharing a common goal of building lasting relationships.

The solid foundation of trust is extended to each one of our clients through personalized service, integrity, and a partnership you can depend on.

Ansay



WWW.ANSAY.COM

ANSAY RISKPRO

A partnership you can depend on.

Ansay & Associates provides you with the right Insurance and Benefit solutions. However, it's not our product that sets us apart, it's our people.

EXPERIENCE THE ANSAY WAY

The Ansay Approach is a relationship and solutions-oriented process driven by the specific, individualized needs and objectives of each client. The Ansay Approach is a proven four-step, strategic process:



OUR GOAL FOR EACH & EVERY CLIENT

- 01 **Identify** and understand our client's needs and exposures.
- 02 **Develop** and offer strategies to address the needs, exposures and issues identified.
- 03 **Design** and implement tailored programs to meet our client's needs.
- 04 **Monitor** the programs and make proactive changes as needed.

RISK MANAGEMENT CENTER WHAT IS A RISK MANAGEMENT CENTER?

The Ansay Risk Management Center is a web-based software suite that allows you to reduce risk and enable employee safety by creating effective risk mitigation programs. It's easy to access and use, while providing a cost-effective safety center for your entire organization across all departments and locations.

WHY IT'S RIGHT FOR YOU?

The Ansay Risk Management Center is a holistic solution for any organization that wants to proactively manage their risk exposure and develop effective workplace safety programs to reduce claims, losses and associated costs.



Reduce Risk Exposure



Effective Workplace Programs



Reduce Claims, losses & costs

OVERVIEW OF FEATURES

HR & Benefits Library complete with attorney-developed content to help you stay compliant with federal and state labor laws and regulations including COBRA, HIPAA, FMLA, USERRA, ADA, and Health Care Reforms.



Sample forms and policies



Employment law resources



HR productivity tools



Training videos for dozens of common HR issues



Health Care Reform updates & HR News alerts

RISK SERVICES OFFERED:

Ansay & Associates offers a broad array of services to help mitigate risk. If you're interested in our Risk Management Service, ask us about:

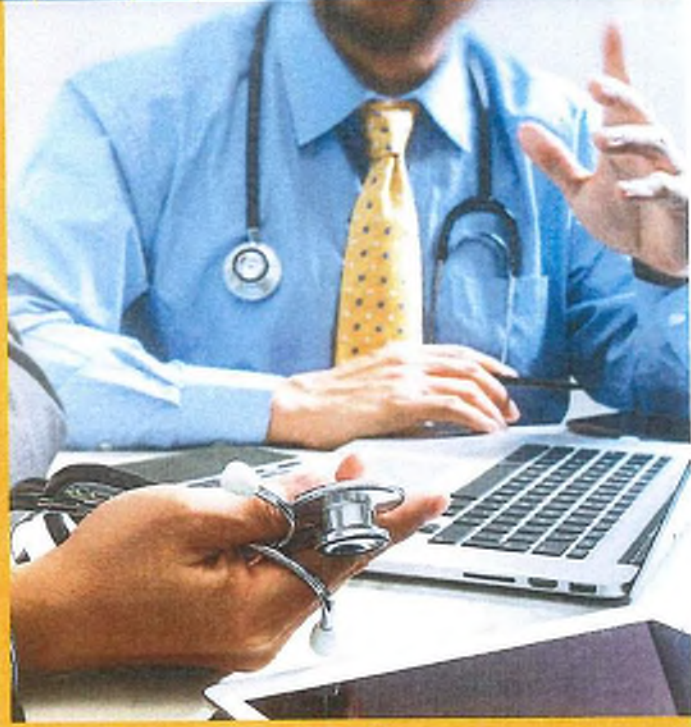
- Safety Program Review, Design, and Implementation
- Ansay MedPro
- Employee Training (on or off-site)
- OSHA Compliance
- DOT Compliance
- Customized Safety Materials
- Mock OSHA Inspections
- Worker's Compensation Cost Analysis
- FDA & USDA Compliance

WHY ANSAY IS RIGHT FOR YOU.

Ansay & Associates can deliver the strategies, tools and resources that will help you manage your risks, boost employee training and advance safety.

An effective risk management program involves more than just reactive service and marketing of insurance coverage. Our specialists play an important role developing strategies and implementing programs to minimize your risk and control current and future costs.





WE ARE OUR PEOPLE

Together, our employees enjoy a work environment where they feel valued and appreciated. Our offices run on energy and passion, while sharing a common goal of building lasting relationships.

The solid foundation of trust is extended to each one of our clients through personalized service, integrity, and a partnership you can depend on.

Ansay



WWW.ANSAY.COM

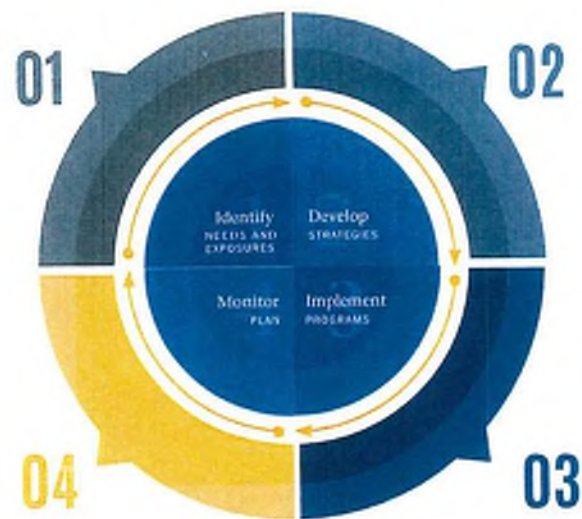
ANSAY MEDPRO

A partnership you can depend on.

Ansay & Associates provides you with the right Insurance and Benefit solutions. However, it's not our product that sets us apart, it's our people.

EXPERIENCE THE ANSAY WAY

The Ansay Approach is a relationship and solutions-oriented process driven by the specific, individualized needs and objectives of each client. The Ansay Approach is a proven four-step, strategic process:



WHAT IS MEDPRO?

You receive immediate attention from medical professionals 24/7, 365 days a year. You can call a health professional directly, cutting down on unnecessary doctor visits and claims, and their associated fees.

This process allows employees to make the best decision about the care for their injury. Language translation is available as needed. Companies are notified promptly and saves time for those responsible for reporting duties.



Call 24/7
365 times a year



Speak with Medical
Professional



Eliminate
Visits / Fees

PROVEN PERFORMANCE

Ansay Medpro works in urban and rural areas, serving large and small organizations, meeting the needs of employers and employees statewide.

Our triage remains unsurpassed in service and results. We have developed protocols, software, and operating methods that are best practices.

Ansay Medpro's client renewal exceeds 98%. Clients report sustained reduction in workers' compensation claims and costs. Clients calculate high ROIs. Injured workers report high levels of satisfaction.

Our services are transparent, portable, and free from conflicts of interest. This independence ensures our incentives are aligned with clients' goals and allows us to work cooperatively with any designated networks.

OUR GOAL FOR EACH & EVERY CLIENT

01

Identify and understand our client's needs and exposures.

02

Develop and offer strategies to address the needs, exposures and issues identified.

03

Design and implement tailored programs to meet our client's needs.

04

Monitor the programs and make proactive changes as needed.

OVERVIEW OF BENEFITS

Ansay Medpro is free for all Ansay & Associates clients and includes the following benefits:

- Employees receive immediate attention from medical professionals
- Injuries receive appropriate treatment
- Translators available when necessary
- Supervisors are freed from making medical decisions
- If off-site care is needed, employees are guided to employer's in-network providers
- Employers receive notice of injuries in minutes
- No conflicts of interest – Ansay Medpro receives no financial gain from referrals or claims
- All calls are recorded for quality assurance

WHY ANSAY MEDPRO?

- Successful history of sustained positive results for our clients (43.2% of injuries resolved without off site care)
- An industry leader for triage service
- Secure, HIPPA compliant systems
- Service portability, compatible with all insurance companies
- Passing liability on workers compensation decisions from employer to professional



City of Menomonie
Eric Atkinson

City Administrator
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221

E-Mail: atkinsone@menomonie-wi.gov

TO: Mayor Knaack & Common Council
FROM: Eric Atkinson, City Administrator
SUBJECT: Enterprise Financial Solution
DATE: December 15, 2023

City administration and staff for the past seven months researched enterprise financial solutions to replace the current financial solution that is approximately forty years old. Vendors such as Oracle, Workhorse, Banner, Civic Systems and Tyler Technologies were researched and demonstrated. Through the vetting process two solutions demonstrated the most desired capabilities. They were Civic Systems and Tyler Technologies. After comparing the capabilities, price, and long-term viability of both solutions a consensus was reached. Civic Systems was chosen as a replacement for Avenu.

Civic Systems year one total cost is \$188,900 with an annual maintenance cost (after year one) of \$35,805. Tyler Technologies had a year one cost of \$151,045 with an annual maintenance cost of \$69,564. The City of Menomonie's current financial solution annual maintenance is \$41,900.57.

Changing to a modern enterprise financial solution will save actual dollars in terms of an annual maintenance expense, and it will save labor time in terms of completing tasks across a myriad of departments.

A copy of the Civic Systems software proposal and a comparison chart (Civic Systems vs. Tyler Technologies) was included in your packet for review.

If you support administration moving forward with purchasing Civic Systems the appropriate action is a motion to approve the purchase of Civic Systems for \$188,900 contingent upon legal review.

	Civic Systems	Tyler Technologies
Accounts Payable	Yes	Yes
Accounts Receivable	Yes	Yes
General Ledger	Yes	Yes
Dept. Budgeting	Yes	Yes
Payroll	Yes	Yes
Timekeeping	Yes	Yes
Project Accounting	Yes	Yes
Utility Billing w/Direct Pay	Yes	Yes
Smart Meter Import	No (CSV file upload)	Yes (add-on cost [\$10,399 both on purchase and annual]) *
Licenses Allowed/Needed	8 Concurrent Super Users (more with cost)	None
Fixed Assets	Yes	Yes
Human Resources Module	Yes	Yes
Materials Management Inventory	Yes	Yes (add-on cost [\$3,537 on purchase and \$2,193 annually])
Affordable Care Act Reporting	Yes	Yes
Cloud Storage Option	Yes	Yes
In-Person Implementation	Yes	Hybrid (if negotiated)
Data Conversion	Yes (Three Years)	Varies Based on Data **
Year One Total with Support	\$188,900	\$151,045
Annual Fees	\$35,805	\$69,564
Current Vendor (Avenu & Peachtree/Sage) Annual Costs	\$41,900.57	

* Extra fee to auto import from Smart Meters

**Depends on the type of data (general ledger, etc.)

**Computer Software and
Conversion Services Proposal**
City of Menomonie
Prepared by Civic Systems, LLC



civicsystems

strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC
4807 Innovate LN
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

November 8, 2023

Investment Summary

Civic Systems, LLC
4807 Innovate LN
P.O. Box 7398
Madison, WI 53707-7398

City of Menomonie
800 Wilson Avenue
Menomonie, WI 54751

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest.** The information provided in this proposal is valid for 90 days after the date of issue.

INVESTMENT SUMMARY

License Fees (8 Concurrent)	\$ 92,100
Training	22,200
Conversion	39,600
Implementation Project Management	<u>4,800</u>
TOTAL INVESTMENT	<u>\$ 158,700</u>
ANNUAL SUPPORT (Software For Life**)	<u>\$ 22,875</u>

TRAVEL COSTS

Travel costs are a not-to-exceed and based on seven (7) round trips and 19 overnights.

Mileage (7 408 mile round trips @ \$0.62/mile)	\$ 1,770
Hotel (19 nights at \$170/night)	3,230
Meals (19 days at \$35/day)	<u>665</u>
TOTAL INVESTMENT	<u>\$ 5,665</u>

*A formal contract will need to be entered before any software is installed.

**Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.

License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
8 Concurrent User Licenses	\$ 8,000	\$ 0	\$ 0	\$ 8,000	\$ 2,000
Accounts Payable	5,500	2,400	1,200	9,100	1,375
miExcel AP	Included	Included	Included	Included	Included
Purchase Orders	1,500	300	300	2,100	300
Accounts Receivable	5,500	2,400	1,200	9,100	1,375
Cash Receipting	5,500	1,200	1,200	7,900	1,375
Cash Receipt Payment Import	Included	Included	Included	Included	Included
General Ledger	7,000	3,000	2,400	12,400	1,750
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
Maintenance Orders w/ Mobile	3,000	600	600	4,200	750
miViewPoint (Department Head Dashboard)	5,500	1,200	1,200	7,900	1,375
miAP and PO Workflow	6,000	1,800	1,500	9,300	1,425
miBudget	3,000	900	300	4,200	750
Payroll w/ Direct Deposit	10,200	9,000	3,600	22,800	2,550
Electronic Submittals	Included	Included	Included	Included	Included
miPay Online	Included	Included	Included	Included	Included
miTime (Remote Time Entry)	5,500	1,800	1,200	8,500	1,375
Open Enrollment	3,500	600	--	4,100	875
miExcel PR	2,000	--	300	2,300	500
Timekeeping	Included	Included	Included	Included	Included
Project Accounting	4,500	1,200	1,200	6,900	1,125
Utility Billing w/ Direct Pay	12,900	12,000	4,800	29,700	3,225
Direct Pay	Included	Included	Included	Included	Included
Electronic Read Interface	Included	Included	Included	Included	Included
miExcel UB	Included	Included	Included	Included	Included
Service Orders with Mobile Service Orders	3,000	1,200	1,200	5,400	750
Splitter	Included	Included	Included	Included	Included
Citizen Portal – Online Payments	Included	Included	Included	Included	Included
Implementation Project Management	--	4,800	--	4,800	--
TOTALS COSTS	92,100	44,400	22,200	158,700	22,875

*Optional item pricing is provided on the following page.

*If online Bill Presentment is chosen the City of Menomonie is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.

Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price (8 Concurrent Users)	One-Time conversion / setup	Training Cost @ \$1,200/Day	Year one Total w/o Support	Annual Fees
Additional Concurrent Users above 8 (each)	2,000	--	--	2,000	500
Business Licenses	3,300	1,200	600	5,100	825
Community Development					
Building Permits	8,000	6,000	3,600	17,600	2,000
Code Enforcements	3,000	2,400	1,200	6,600	750
Citizen Portal (Online application)	3,000	3,600	1,200	7,800	750
Fixed Assets	3,300	600	600	4,500	825
Human Resources	5,500	600	600	6,700	1,375
Materials Management (Inventory)	4,500	1,200	1,200	6,900	1,125
Payroll Add Ons					
ACA Reporting	2,000	--	--	2,000	500
Hosted in the Cloud (8 Named Users)	--	2,500	--	2,500	8,280

*Above amounts include the discount provided.

**If online Bill Presentment is chosen the City of Menomonie is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.

\$18,600
6,100
\$4,200
27,700
\$12,930

\$188,900
\$35,805

HARDWARE REQUIREMENTS

Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft® Windows 2016 Server (64-bit), 2019 (64-bit), or 2022 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher Minimum 16 GB of available RAM 30 GB available disk space for Caselle Connect applications (1 GB) and data Enterprise SSD Color SVGA .28 Monitor 1 GB Ethernet Network Card 1 GB Ethernet Switch DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"> • Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server). • Networks with more than ten workstations may require faster processors and/or more memory than the recommended.
Database Software	Microsoft® SQL Server 2014 (64-bit) or 2016 (64-bit), or 2019 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher) 8 GB of available RAM 30 GB available disk space for Caselle Connect applications (180 MB) and data Color SVGA .28 Monitor LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 10 or 11™ Professional (64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca 9000 and 1500 Series Printers Star TSP100 Epson TM – U325, TM-U675, and Epson TM – H6000IV
Internet Access	10 Mbps minimum available connection speed Explanation: Caselle® Applications require Internet access to download program updates.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Authorized and Certified



City of Menomonie
Kate Martin

City Clerk
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1006
kmartin@menomonie-wi.gov

TO: City Council & Mayor
FROM: Kate Martin, City Clerk
SUBJECT: Appointment of 2024/2025 Election Inspectors
DATE: December 18, 2023 City Council Meeting

Wis. Stats 7.30(4)(a) requires that the City Council must appoint election inspectors no later than December 31 of an odd-numbered year. The two major political parties have nominated slates of election inspectors. I am in the process of verifying that the nominated individuals are willing to serve. Additionally, I have nominated a slate of unaffiliated election inspectors.

Appointed election inspectors will serve from January 1, 2024 through December 31, 2025.

If the City Council concurs, the appropriate motion would be:

Approve the appointment 2024/2025 election inspectors, as presented.

Attachments:

- None (to be handed out at meeting)



City of Menomonie
David Schofield

Director of Public Works
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221 Ext.1020
dschofield@menomonie-wi.gov

TO: City Council & Mayor
FROM: David Schofield, Director of Public Works
SUBJECT: Kayak Rental Kiosk at Lakeside Park
DATE: December 18, 2023 City Council Meeting

City Staff have been looking for ways to increase the use of Lake Menomin in the summer. One method we have identified is to install a self-service kayak rental kiosk.



City Staff met with a provider, Rent.Fun, who proposed to provide a four (4) kayak rental kiosk that is solar powered, cellular data controlled and operated via an app that users download to their cell phones. Rent.Fun currently has eight installations in Wisconsin and Minnesota with the closest one at Carver Lake Park in Woodbury, MN. The rental cost is adjustable but they suggested \$25 for two hours. The City would get 50% of the rental fees.

The upfront cost to the City would be \$18,000 which would include providing and installing the rental kiosk, kayaks, paddles and life jackets and maintaining them for five years. City forces would pour a concrete slab. Menomonie Area Chamber & Visitor Center has agreed to fund a portion of the cost.

If the City Council would like to proceed, the appropriate motion would be:

Approve Agreement with Rent.Fun to install self-service kayak rental kiosk in Lakeside Park at a cost of \$18,000, contingent upon review by the City Attorney.

Attachments: Rent.Fun Presentation, Rent.Fun Agreement

RENT!FUN

UNLOCK ADVENTURE

Activate your parks and open spaces with
self-service equipment rentals



Everything you need for a self-service kayak rental program, with **no staff required**

FULL-SERVICE MAINTENANCE

Rent.Fun's hires local Field Service Technicians who provide ongoing maintenance to the locker and all rental equipment.

LOCAL MARKETING

We'll build a custom website for your program and run targeted advertisements online so your whole community knows about it.

EQUIPMENT REPLACEMENT

As equipment gets damaged or goes missing, we repair and replace so your station is always ready to go.

RISK MANAGEMENT

All users must sign a digital waiver in app prior to rentals. Rent.fun will add your city as an additionally insured on our \$5M insurance policy.

DELIVERY AND INSTALLATION

Rent.Fun handles delivery and installation. Our Smart Lockers can be installed on any surface and do not require access to electricity or wi-fi.

CUSTOMER SUPPORT

The public calls us, not you. Our team is on call 7 days per week to assist users with billing or technical issues.



-  Rent and unlock kayaks
-  Process payments
-  Sign waivers
-  Watch safety tutorials



TRUSTED BY 100+ GOVERNMENT AGENCIES



"People are loving the kayak rentals and the self-service approach is really reducing the burden on our staff."

— Celeste Lewis, Olmsted County, MN

RENT FUN

BRITISH COLUMBIA

SASKATCHEWAN

ONTARIO

QUEBEC

WASHINGTON

MONTANA

NORTH DAKOTA

OREGON

IDAHO

WYOMING

SOUTH DAKOTA

MINN

NEBRASKA

IOWA

NEW YORK

VT

MAINE

CALIF

NEVADA

UTAH

COLORADO

United States

KAN

MISSOURI

PENN

MD

VA

DC

ARIZONA

NEW MEXICO

TEXAS

LOUISIANA

MISSISSIPPI

ALABAMA

GEORGIA

FLORIDA

Cuba

Guatemala

One-time
Activation Fee,
**No Annual
Service Fees**

4 - UNIT



\$18,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Custom Website

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

8 - UNIT



\$27,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Custom Website

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

12 - UNIT



\$35,000

Activation Fee (one time fee)

PROGRAM DETAILS

City Rev Share: 50%

Term: 5 years

Renewal: No Cost

SERVICES

Software Set Up

Custom Website

Monthly Utilization Reporting

7-day customer support

Installation

Branded Signage

EQUIPMENT

Paddles

Adult Lifevests

Single Kayaks

Youth Lifevest (13 yo+)

Paddleboards

MEDIUM-SIZED CITY 50-250K IN POPULATION	CITY	POP.	# Kayaks	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	OLATHE, KS	143,000	4-unit	670	\$25.42	\$17,031.40	\$8,515.70	236%
	LENEXA, KS	58,000	4-unit	630	\$25.94	\$16,342.20	\$8,171.10	227%
	MCKINNEY, TX	203,000	4-unit	1038	\$10.41	\$10,805.58	\$5,402.79	150%

SMALL CITY 25K-50K IN POPULATION	CITY	POP.	# Kayaks	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	JEFFERSON CITY, MO	43,000	4-unit	270	\$31.92	\$8,618.40	\$4,309.20	120%
	PONCA CITY, OK	24,000	4-unit	350	\$22.78	\$7,973	\$3,987	111%
	ELK RIVER, MN	27,000	4-unit	326	\$23.14	\$7,543.64	\$3,771.82	105%

TOWN <25K POPULATION	CITY	POP.	# Kayaks	AVERAGE RENTALS / VISITORS PER YEAR	AVERAGE CHARGE PER RENTAL	TOTAL REVENUE PER YEAR	CITY REVENUE PER YEAR (50% REVENUE SHARE)	COST RECOVERY % AFTER 5 YEARS
	CHARLESTON, IL	17350	4-unit	690	\$20.73	\$14,304	\$7,152	199%
	SMITHFIELD, VA	7800	4-unit	490	\$28.71	\$14,068	\$7,034	195%
	MAYNARD, MA	10700	8-unit	360	\$28.07	\$10,105	\$5,053	101%

Cities of all sizes can achieve 100%+ cost recovery with our revenue share program

FAQS



THE RENTAL PROCESS

How do people pay for the rentals?

All users must create an account in the rent.fun mobile app and add their credit or debit card information prior to starting a rental.

Are there any age restrictions?

Yes, users must be 13 and up to rent our equipment.

Do you have to make a reservation in advance?

No. All rentals are on demand and no reservations are required. Users can look in the app to see how many kayaks are available in real time.

How do you know if equipment is returned?

Users must use the rent.fun mobile app to take a photo of the equipment in the locker prior to ending their rental.

How much does it cost to rent?

We customize the rental pricing based on each location and our partner's goals. Most rent.fun programs charge "market rates" (\$20 - 25 per rental).



LOCATION REQUIREMENTS

Is a concrete pad required?

No. We can install on any surface - including grass, sand, gravel, etc.

Are utilities are required?

No. Rent.Fun units are solar-powered and do not require access to water or electricity.

Is wi-fi required?

No. Rent.Fun rental stations operate on cellular technology. You need to have at least one bar of cell service at the location.

Who performs the installation?

Rent.Fun technicians install all equipment. No support is need from our partners / hosts.

What happens in the event of a flood?

Our cage can take on up to 3 feet of water. If we expect higher water levels, we move the cage off site and put it back after the flood.



EQUIPMENT MANAGEMENT

Does the city have any maintenance obligations?

No.

Who maintains the equipment?

For every rent.fun program, we recruit, hire, and train a part-time Field Service Technician local to your community (within 30 minutes drive of the install).

How often is the equipment inspected?

Typically 2 to 4 times per month, through a combination of Preventative Maintenance Checks and Reactive Repairs.

If something is damaged or goes missing, what is the turnaround time to replace?

The most common issue is missing or damaged lifevests and paddles. Rent.Fun are provided with safety stock of these items to ensure prompt replacement within 2-4 business days.

Can the city access the equipment or the locker in the case of an emergency?

Yes, we provide admin access to unlock units remotely.



LIABILITY & RISK MANAGEMENT

Do users sign waivers?

Yes, all users must sign a waiver in the rent.fun mobile app prior to taking a rental. The waiver expressly releases the city / land owner from liability. Waivers may be customized to further meet the needs fo our city / land owner partners.

What happens if the city gets sued?

Our standard agreement with cities include indemnification provisions, which state that rent.fun will cover the city's legal expenses. In the event of claim.

Does the city need to have insurance to cover this?

No. Rent.Fun owns and manages all equipment. We have a \$5m general liability insurance policy. We add all our our government agency partners as an additionally insured on this policy.

Have there ever been any safety incidents?

No. Rent.Fun has 100 locations nationwide. We have never been subject to a claim, nor have any of our partners.

MASTER SERVICES AGREEMENT

This Services Agreement (this “Agreement”), effective as of _____, 2023 (the “Effective Date”), is entered into by and between Rent.fun, LLC, a Michigan limited liability company (“Operator”) and City of Menomonic (“City”). In consideration of the mutual covenants and representations set forth in this Agreement, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged and agreed, City and Operator hereby agree as follows:

The parties agree that the following schedules and attachments are herein incorporated by reference:

Schedule A – Rental Station Services and Obligations

Schedule B – Term & Premises

Schedule C – City Obligations

1. Purpose. Operator supplies and services recreational equipment sharing programs that utilize recreational equipment, physical storage and Bluetooth and cellular locking technology to allow the equipment to be rented, paid for, and locked and unlocked by users with an app (collectively, the “Rental Station Services”). City now wishes to engage Operator, and Operator has agreed to provide the Rental Station Services on the City’s parks, recreation, and open space areas (the “Premises”) on the terms and conditions set forth herein and in **Schedule A**.

Operator acknowledges and agrees that the City shall have the ability to disable the Rental Station kiosk during severe weather, dangerous river conditions, boating festivals and other times the City, in its sole and absolute discretion, deems necessary for the health, safety and welfare of the public.

Operator and the City shall mutually agree upon the hours of operations including the start date and end date each annual season.

2. Term. This Agreement is effective as of the Effective Date and shall continue as specified in **Schedule B**, unless terminated earlier in accordance with the terms of this Agreement.

4. Exclusive License. City hereby grants to Operator an exclusive license during the Term to enter upon and utilize the Premises to install and operate the Rental Station Services and to bring onto the Premises personnel and equipment as Operator deems necessary in connection with the Rental Station Services. This exclusive license allows Operator to erect and store such equipment and materials as necessary on the Premises. Operator understands that City’s Premises have varying rules and regulations depending on the location and Operator will comply with said rules and regulations. During the Term of this Agreement, City agrees that Operator shall be the only paddlesport rental operator-with the right to use the Premises for that purpose.

5. Termination. Unless otherwise prohibited by law, either party may terminate this Agreement: (i) if the other party is adjudicated bankrupt or otherwise seeks to avoid its performance obligations under applicable bankruptcy or insolvency laws, (ii) upon the occurrence of a material breach of this Agreement by the other party if such breach is not cured within thirty (30) days after written notice identifying the matter constituting the material breach, or (iii) if City no longer owns or no longer has the right to license the Premises as specified herein this Agreement. In advance of any change in ownership of the Premises, City will provide Operator with at least fifteen (15) business days prior written notice of such change of ownership. Upon termination or expiration of this Agreement, Operator shall collect and remove all equipment or items located on the Premises within thirty (30) days. For the avoidance of doubt, Operator’s failure to comply with the maintenance obligations outlined in Schedule A, Section E, shall constitute a material breach of this Agreement.

6. Limitation of Liability. To the maximum extent permitted by law (i) in no event will either party be liable to the other party for any indirect, incidental, special, exemplary or consequential damages, including lost profits or loss of goodwill, even if such party has been advised of the possibility of such loss. For the avoidance of doubt, the foregoing limitation of liability is not intended to limit either party’s liability for negligence or willful misconduct, nor is it intended to alter or limit the obligations of Operator under Section 7 below.

7. Liability for Loss; Indemnity. The Parties agree that City shall not be liable for any injury or damages to persons or property sustained by the Operator, its employees, subcontractors, agents and/or representatives, or by any other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless from and against any and all third party claims, damages, lawsuits, losses and costs, including reasonable attorney's fees, asserted against City arising out of bodily injury or property damage to, or the death of, any person, including, but not limited to, any customer, subcontractor, supplier, employee, agent, representative or invitee of Operator or any subcontractor of Operator, to the extent such injury, damage or death arises out of or results in any manner from (a) Operator's failure to comply with the terms of this Agreement; (b) the fault of, or any act of negligence, or willful misconduct, by Operator, Operator's subcontractors, suppliers, or anyone acting under its or their direction or control. Any indemnification of City and any limitation of City's liability shall to the same extent apply to City's officers, employees, agents, and contractors. Operator shall indemnify and hold City harmless from and against all damages whether awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

Operator agrees to clearly post a sign at the Rental Station notifying users that Rent Fun is the owner and operator of the rentals and that the City is not liable or responsible for any bodily injuries to persons or property damage sustained by customers arising out of, either directly or indirectly, from the recreational use and enjoyment of the kayaks or the Rental Station Services.

8. Insurance. Operator shall, throughout the term of this Agreement, at its own cost and expense, procure and maintain (i) public liability insurance with respect to the Operator's operations arising out of this Agreement, with limits of at least \$1,000,000.00 per occurrence and \$5,000,000 aggregate for bodily injury and death. Such insurance policies shall name the City as an additional insured, and shall provide that the policy cannot be cancelled without at least ten (10) days written notice to the City. Such policies shall contain an endorsement waiving all rights of subrogation, if any, against the City. Operator shall provide the City with a copy of such prior to placement of any equipment on the Premises, or conducting any business on the Premises. Operator acknowledges and agrees that it is not an insured under any property or general liability policy maintained by the City.

9. Subcontractors. The Operator shall be the sole source of contact for the contract. The Operator is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

10. Publicity Subject to the prior written approval of the City, Operator may release a press release announcing the parties' relationship hereunder, and may use City's name, logos, trademarks and service marks to (i) create marketing and advertising materials for City to use to promote the Rental Station Services, and (ii) place City on Operator's customer list, which will be displayed on Operator's website and in other publications.

13. Notice. Any notice required or permitted hereunder will be deemed effective when sent by electronic mail, or by certified mail, registered mail, or a signature confirmation service provided by the United States Postal Service, postage prepaid, or when sent by an overnight carrier as follows:

If to Operator:

Rent.fun, LLC
201 SOUTH DIVISION STREET
ANN ARBOR, MI48104
Attn: Adam Greenstein
adam@rent.fun

If to City:

City of Menomonie
800 Wilson Avenue
Menomonie, WI 54751
Attn: Catherine Martin, Clerk
kmartin@menomonie-wi.gov

With a copy to:
Legal Department
info@movatic.co

or at such other address as either party may from time to time specify by notice hereunder. If notice is provided by electronic mail, the party sending the notice has the burden of demonstrating that the notice was received. This burden may be met by any written acknowledgment or electronic reply to the electronic message from the party receiving notice, excluding any automatic or computer generated response.

14. Miscellaneous. This Agreement and all matters concerning its interpretation, performance, or enforcement will be governed in accordance with the laws of the State of Wisconsin (exclusive of its choice of law rules), and the federal laws of the U.S. Notwithstanding any provision hereof, Operator is an independent contractor under this Agreement and nothing herein shall be construed to create a partnership, joint venture or agency relationship between Operator and City, and Operator's employees, representatives, agents and subcontractors shall not be deemed employees of City under any circumstances. Each party is solely responsible for all applicable taxes, withholdings, and other statutory or contractual obligations. Neither party may assign performance of this Agreement or any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other, except that Operator may assign this Agreement without City's prior written consent in the case of a merger, acquisition or other change of control, and in such event this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement may be amended by mutual written agreement of the parties. Such amendments shall only be effective if incorporated in written amendments to this Agreement and executed by duly authorized representatives of the parties. This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Agreement contains the entire agreement of the parties relating to the subject matter hereof. In the event any of the provisions of this agreement shall be held to be invalid by any court of competent jurisdiction, the same shall be deemed severable, and as never having been contained herein, and this agreement shall then be construed and enforced in accordance with the remaining provisions hereof. In the event either party fails or refuses to comply with the terms of this Agreement, then the non-breaching party may seek any remedy available at law or in equity. Any action brought by either Party that arises out of or relates to this Agreement will be filed only in the state or federal courts located in Wisconsin and each Party irrevocably submits to the jurisdiction of those courts and waives any objections that it may have now or in the future to the jurisdiction of those courts, and also waives any claim that it may have now or in the future that litigation brought in those courts has been brought in an inconvenient forum.

[Signature Page Follows]

AGREED AND ACCEPTED:

OPERATOR: Rent.fun, LLC

CITY: City of Menomonie

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Schedule A

Rental Station Services and Obligations

A. EQUIPMENT & INITIAL LAUNCH: Operator will make available for rent Kayak Rental Stations Services, as collectively defined below in this subsection. Each Kayak Rental Station shall include:

- **Four (4)** sit-on-top kayaks and / or stand-up paddleboards, with associated paddles and lifejackets
- When not in use, all equipment shall be stored in a tamper-proof locker provided, maintained, and installed by Operator. The locker shall include individual storage units suitable to store each kayak and / or paddleboard and associated lifejackets and paddles. Each storage unit shall be secured by an app-controlled cellular lock, provided and maintained by Operator.

B. SIGNAGE. Operator may choose to provide signage at the Premises, which shall conform to all applicable laws, regulations and ordinances. Operator may obtain third party sponsors for the signage and retain all revenue collected therefrom. Operator will submit designs of any anticipated decals or signage for City's approval prior to installation, not to be unreasonably withheld. Operator shall be solely responsible for installation and maintenance of any decals or signage.

C. CUSTOMER SUPPORT: Operator shall provide customer and technical support services to end users of its equipment to resolve billing issues, technical issues, and general inquiries.

D. MARKETING: Operator shall develop and deliver to City a custom website designed to market the Rental Station Services prior to launch, at no cost to City.

E. MAINTENANCE: Operator's maintenance personnel will visit the Premises as needed to perform general maintenance and cleaning of all equipment to ensure that all equipment is in good repair and condition for use. In the event a safety or maintenance issue is discovered on any equipment available for rent, such equipment shall be made unavailable to users and shall be removed and repaired before it is put back into service.

Schedule B

Term & Premises

1. Term: The Term shall commence on the Effective Date and shall continue for a period of 5 years after the date on which the services are made available to the public, unless earlier terminated in accordance with the provisions of this Agreement (“Initial Term”).
2. Revenue Share. City shall receive 50% of the gross rental revenue received from watercraft rentals on Premises, less the direct costs of any Non-Standard Repairs. Non-standard repairs shall include: (a) moving the locker to a new location, on written request of City. (b) damage to the locker or equipment therein due to natural disasters or negligence of the City.
3. Revenue Share Payment. Revenue share payments shall be paid by Operator to City on an annual basis by check, mailed to an address as designated by the City. Operator shall include a report of every transaction that resulted in City’s revenue share payment. Operator shall send the revenue share payment for preceding calendar year by March 1 of the following year.

Schedule C

City Obligations

1. EQUIPMENT. City will use reasonable efforts to report any maintenance or other issues relating to Operator's rental equipment on the Premises. City, however, is under no obligation to maintain, inspect or secure Operator's rental equipment, which obligation is solely that of Operator.
2. MARKETING. City agrees to link to the program website from the City's web properties and social media accounts.
3. COMPENSATION.
 - Activation Fee: \$18,000
4. PAYMENT. Operator shall send an invoice for the Activation Fee following the full execution of this Agreement, with payment terms of net 30 days.



City of Menomonie
Eric Atkinson

City Administrator
800 Wilson Avenue
Menomonie, WI 54751
715 232-2221

E-Mail: atkinsone@menomonie-wi.gov

TO: Mayor Knaack & Common Council

FROM: Eric Atkinson, City Administrator

SUBJECT: Christmas Miracle Lease Agreement

DATE: December 15, 2023

City administration and staff drafted a new lease agreement to replace the expired agreement with the Christmas Miracle, Inc. The new lease agreement was included in the packet for your review. If council supports the lease agreement the appropriate action would be a motion to authorize administration to sign the agreement as presented.

LAND LEASE

This Land Lease (this “Lease”) is entered into as of the Effective Date as hereafter defined, by and between the City of Menomonie, a Wisconsin municipal corporation (“Menomonie”) and Christmas Miracle, Inc., a Wisconsin non-stock corporation and public charity (“CMI”). Menomonie and CMI may be referred to individually as “Party” or collectively as “Parties.”

WHEREAS, Menomonie and CMI entered into that certain land lease dated November 17, 2020, and amended on October 4, 2021 (collectively the “Existing Lease”), where Menomonie agreed to lease a piece of property in the City of Menomonie to CMI for the purpose of CMI to construct and maintain up to two (2) outdoor ice rinks (the “Ice Rinks”); and

WHEREAS, the Parties wish to terminate and replace the Existing Lease with the terms as set forth below.

NOW, THEREFORE, in consideration of the foregoing recitals and definitions which are hereby incorporated into this Lease, the mutual covenants and promises each Party has made to the other as set forth in this Lease, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **EXISTING LEASE.** The Existing Lease executed between the parties is hereby terminated and replaced with the terms and conditions as set forth in this Lease.
2. **PROPERTY.** Menomonie shall lease to CMI the property located at 802 Tainter St. NE in the City of Menomonie, Dunn County, Wisconsin, Parcel: 1725122813230060008 (251103509000) more particularly described on Exhibit A attached hereto and incorporated by this reference, (the “Property”).
3. **TERM OF LEASE.** The term of this Lease shall begin on the Effective Date and shall continue until March 31, 2024 (the “Term”). This Lease shall not automatically renew and may be terminated at any time by mutual written agreement of both Parties.
4. **LEASE PAYMENT.** CMI shall pay to Menomonie the sum of one dollar (\$1.00) to lease the Property (the “Lease Payment”). The Lease Payment shall be due within 10 days after the Effective Date and shall be delivered to the City of Menomonie Treasurer/Comptroller.
5. **ICE RINKS AND USE OF PROPERTY.** CMI understands and agrees that it shall be solely responsible for the installation, maintenance, and de-installation of the Ice Rinks at its sole cost and expense including any grading which is required to be performed on the Property in order for the Ice Rinks to be installed. CMI represents and

warrants that it shall use the Property exclusively for the purposes of maintaining the Ice Rinks except that CMS may put sledding hills on the Property if proper safety precautions are taken as determined by the City of Menomonie Administrator in writing. CMI agrees it shall not use or maintain the Ice Rinks or Property in any manner contrary to, and to comply with, any and all governmental regulations, rules, laws, ordinances now or hereinafter in force. Menomonie may, in its sole discretion, aid with the maintenance of the Property. Said maintenance may include, but not be limited to, plowing and depositing snow on the Property.

6. **HYDRANT AND ELECTRICITY USE.** Menomonie shall allow CMI to use the fire hydrant located on the Property (the "Hydrant") to flood the Ice Rinks and for other purposes which may be authorized by Menomonie in writing. Unless otherwise provided in writing by the City Administrator, the Hydrant may only be used with the supervision of an employee of the Menomonie Water Department. CMI agrees to notify Menomonie of its intent to use the Hydrant at least forty-eight (48) hours prior to the time of use. In the event the Menomonie Water Department is not able to assist at the time requested by CMI, the Parties agree to work together to schedule a mutually agreeable time as soon as possible. CMI shall be responsible to pay Menomonie for the cost of said water use from the Hydrant and any electricity costs to light the Property throughout the Term of this Lease on a monthly basis with said payments being delivered to the City of Menomonie Treasurer/Comptroller.

7. **FACILITIES AND SANITATION PROVIDED BY CMI.** CMI shall, at its sole cost and expense, provide at least one (1) porta potty on the Property for public use during the Term of this Lease and shall be solely responsible for the cleaning and upkeep of said porta potties. CMI shall further provide at its sole cost trash receptacles on the Property for public use and shall be solely responsible for the maintenance, emptying, and upkeep of the trash receptacles during the Term of this Lease. CMI may provide, in its sole discretion, the use of a warming house on the Property.

8. **STORAGE PROVIDED BY MENOMONIE.** Menomonie shall, prior to the end of the Term of this Lease, provide and install a storage shed at its sole cost and expense to be used by CMI for the purpose of storing equipment which is used to maintain the Property and the Ice Rinks. The storage of any other items not provided in this Paragraph 8 must be first approved in writing by Menomonie. CMI will pay for any repairs to the storage shed for damage caused by CMI.

9. **REMOVAL OF ITEMS.** CMI shall, at its sole cost and expense, remove all items, including the Ice Rinks, within thirty (30) days after the end of the Term. Menomonie reserves the right to assist CMI with said removal.

10. **INSURANCE.** CMI shall obtain, manage, and keep in force, for the benefit of CMI and Menomonie, general public liability insurance against claims for personal injury, death, or property damage occurring on or about the Property and Ice Rinks or areas adjacent thereto in such amounts as established from time to time by Menomonie but, in no event, shall such amount(s) be less than One Million Dollars (\$1,000,000.00) for injury to or death of any one person and Two Million Dollars (\$2,000,000.00) for injury to or death to any number of persons in one occurrence. Such insurance shall be carried at CMI's own expense and name Menomonie as an additional insured. CMI shall furnish to Menomonie proof of such coverage upon execution of this Lease.

11. **CMI RELEASE AND WAIVER OF LIABILITY.** CMI agrees to hereby release, waive, discharge, and agrees not to sue Menomonie, its legal representatives, its elected officials, officers, employees, authorized representatives, volunteers, and assigns and each of them from and against any and all liability for claims and demands that were alleged or could be alleged in the future, including, but not limited to, matters resulting in personal injury, accidents, illnesses (including death and any illnesses caused by COVID-19), or damage to personal property arising from the installing, use, and removal of the Ice Rinks by CMI or any third-party and the use of the Hydrant by CMI.

12. **INDEMNIFICATION.** CMI shall defend, save, and hold harmless Menomonie, its legal representatives, its elected officials, officers, employees, authorized representatives, volunteers, and assigns, or others as the case may be, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, penalties, liabilities, interest, decrees, costs, charges, and expenses of any kind or nature, including reasonable attorney's fees, whether arising out of, or in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, which may arise out of or in connection with CMI or any third-party's installation, use, and removal of the Ice Rinks and the use of the Hydrant by CMI, and CMI's use of the Property.

13. **HYDRANT DAMAGE.** CMI agrees it shall be responsible for, and reimburse to Menomonie, any costs associated with damage sustained by the Hydrant or caused by the Hydrant in connection with CMI's use of the Hydrant unless such damage was caused by the negligence of Menomonie.

14. **SIGNS ON THE ICE RINKS AND PROPERTY.** Any signage placed on the Property and/or Ice Rinks by CMI must first be approved by the City of Menomonie Administrator in writing, which such approval shall not be unreasonably withheld.

15. **CHOICE OF LAW AND LANGUAGE OF LEASE.** This Lease and all rights, remedies, and obligations hereunder, including, but not limited to, matters of

construction, validity, and performance, shall be governed by the laws of the State of Wisconsin. The venue of any actions or suits involving this Lease shall be in the Circuit Court of Dunn County, Wisconsin. The language used in this Lease will be deemed to be the language chosen by the Parties to express their mutual intent, and no rule of strict construction will be applied against either party.

16. **SEVERABILITY.** If any provision of this Lease is deemed invalid, illegal, or unenforceable, all other provisions and conditions of this Lease shall remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

17. **ENTIRE LEASE.** This Lease constitutes the complete understanding between the Parties. No other promises or Leases, either express or implied, shall be binding between them unless made in writing and signed by all Parties.

18. **COUNTERPART AND FACSIMILE SIGNATURES.** This Lease may be executed in two (2) or more counterparts, all of which counterparts together shall constitute one (1) Lease, and an executed Lease sent by facsimile, email, or other electronic means is as valid as the original.

IN WITNESS WHEREOF, the Parties have executed this Land Lease on the day and year written below (the latest of which shall be the "Effective Date" of this Lease).

CITY OF MENOMONIE

By: Eric Atkinson, City Administrator

Dated: _____

CHRISTMAS MIRACLE, INC.

By:
Its:

Dated: _____

BUDGET TRANSFER REQUEST FORM

TRANSFER TO:

AMOUNT: \$15,750

ACCOUNT TITLE AND NUMBER: MAYOR 01.51320

LINE-ITEM NAME AND EXTENSION: Schools and Conferences .439

TRANSFER FROM:

ACCOUNT TITLE AND NUMBER: CONTINGENCY 01.60000.699

REASON: The majority of department heads and direct report supervisors have not received management training in the area of coaching employees, setting boundaries, managing internal conflict, and leading others to success. Administration recommends transferring \$15,750 to the MAYOR Schools and Conferences Account to cover the expense of professional legal training in the aforementioned areas. The training will be purchased in December of 2023 and held in March of 2024. The firm providing the training is the Dolan Consulting Group based out of Raleigh, NC. It is a three-day training provided by attorneys that will be conducted on-site in Menomonic and attended by administration, department heads, and managers within departments. The training will also be opened to outside local government officials to attend for a registration fee.

Currently, there are inadequate funds in the Schools and Conferences Account to pay for the three-day session, and administration requests authorization from the council to transfer funds from the Contingency Account to cover expenses.


Authorized Signature

12/15/23
Date

18-Dec-23

<u>2023 Claims</u>	<u>Description</u>	<u>Total Invoice</u>	<u>Amt Overdrawn</u>
Andres Medical	Fire - Ambulance Service Billing	\$6,526.95	\$4,020.07
Bartingale	Hall- Contract Services and Repair	\$9,599.75	\$9,599.75
Bobcat	Tree & Bush Control - Forestry Expense	\$228.44	\$228.44
Bound Tree	Fire First Aid	\$895.49	\$895.49
Cedar Corp	TID 13 Econ Devp Ass, TID 17 Housing Devp, Sewer CTH-B, Water Well #8, Engineering Services, Wakanda Pool Improvement, Engineering Service Project Plan, Engineering Service Garages & Sheds, Junction Trl Ect Oak-CF, TID 15 Street Sidewalk, Storm Water Utility, Water Utility	\$65,419.28	\$32,364.57
Cintas	Water, Machinery & Equipment, Garage & Sheds	\$1,183.92	\$323.78
Diggers Hotline	Water, Sewer, Street	\$280.32	\$280.32
Employee Reimbursement	Water- Postage Customer Acct. & Collection Exp	\$105.42	\$105.42
Force	Machinery Equipment Parts and Repair	\$57.08	\$57.08
Gibson Aviation	Pumping Fee	\$1,181.99	\$1,181.99
Hawkins	Water - Chemicals	\$5,270.86	\$5,270.86
Irvington Garage	Police Parts/repair supplies	\$14.27	\$14.27
Lincoln Contractors	Curb and Gutters Materials and Supplies	\$46.26	\$46.26
MacQueen	Sewer - Maint of Collection System Vehicle Repair	\$1,080.45	\$617.16
Maug Cleaning Solutions	Hall- Contract Services and Repair	\$426.69	\$426.69
Mississippi Weld	Fire First Aid	\$110.11	\$110.11
Napa	Machinery Equipment Parts and Repair	\$116.38	\$116.38
Nelson Refrigeration LLC	Hall- Contract Services and Repair	\$182.82	\$182.82
Northern Lake Service	Sewer Lab Oper Supply/Exp Chemicals	\$71.38	\$71.38
Nuss Truck	Machinery Equipment Parts and Repair	\$28.58	\$28.58
Oak Ridge Chemical	Parks- Building supplies/maint	\$314.20	\$314.20
Pitney Bowes	Treasurer - Office Equipment Maint Contract	400.08	400.08
Pops Fuel Mart	General Fund Fuel	\$10,248.10	\$10,248.10
River States Truck and Trailer	Machinery & Equipment - Vehicle Repair	\$159.71	\$159.71
Roland	Machinery Equipment Parts and Repair	\$128.15	\$128.15
Senn Black Top	Machinery Equipment Building Improvements	\$395.00	\$395.00
State Lab of Hygiene	Landfill- Operating Expense, Water Utility - Water Treatment Labor and Expense	\$656.00	\$474.27
Streichers	Police Uniforms New Officers Uniforms and Accessories	\$705.87	\$705.87
The Uniform Shop	Police Uniforms New Officers Uniforms and Accessories	\$1,051.55	\$1,051.55
TSI	Engineer, Clerk, Water, Street, Fire -Telephone	\$1,718.90	\$645.00
US Postal Service	Elections, Sewer Utility,	\$731.78	\$10.57
Verizon	Comm Services, Public Works, Water - Phone	\$2,005.33	\$456.90
Viking Electric	Street - Parts and Repairs	\$318.66	\$269.70
Wisconsin Kenworth	Machinery Equipment Parts and Repair	\$311.54	\$311.54
Wolter	Airport Material Supplies	\$185.63	\$185.63
Xcel Energy	Street Lighting, Parks, Fire, Airport, Garages & Sheds, Police - Range - Electricity.	\$21,501.64	\$15,945.03
	Total	\$133,658.58	\$87,642.72

<u>2023 Parking Utility Claims</u>	<u>Description</u>	<u>Total Invoice</u>
City Treasurer	Sales Tax	\$695.05
City Treasurer	2023 Budget Allocation	\$125,000.00
IP5	Cc/Monthly Trans Fee - Nov 2023	\$2,136.11
	Parking Total	\$127,831.16

12-14-23

LICENSES - December 18, 2023

TEMPORARY CLASS "B" Beer LICENSE:

Menomonie Sunrise Rotary Club – PO Box 145
620 17th Street SE

- Rotary Fest, 04/13/24
- Sadistic Century Bike Ride, 08/10/24

12/14/23