

Town of Russell Board Meeting

7:00 p.m. - Tuesday, February 11, 2025

Community Center – 32500 W Old County K

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Town Clerk at 715 779-5338, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

1. Call to order and roll call.
2. Pledge of Allegiance.
3. Approval of the agenda.
4. Public Input - (3-minute limit-max 15 minutes total).
5. Approval of the minutes of the January 14, 2025 Board Meeting ****.

OLD BUSINESS

1. Audit Services Request for Proposals update****.
2. Update on Wis PSC Office of Energy Independence Grants.

NEW BUSINESS

3. Resolution 2025-01 Support of Bayfield County Knowles-Nelson Stewardship Grant Application****.
4. MARC Purchase approval****.
5. Petty Cash Policy****.

STANDING AGENDA ITEMS

6. Town Road maintenance report and discussion.
7. Little Sand Bay Recreation Area report and discussion.
8. LSB Marina proposed project update.
9. Community Center Campground update.
10. Correspondence for February 2025****.
11. Approve bill payments and EFT transactions since last Regular Town Board Meeting****.
12. Approve Clerk/Treasurer Report and Financials for January 2025 and year to date 2025 transactions ****.
13. Chairman, Supervisor and Clerk/Treasurer reports and items for next Town Board Meeting.
14. Next Town Board Meeting – 7 p.m. March 11, 2025 at the Community Center.
15. Adjourn.

The Town of Russell Board reserves the right to take action on any agenda item and to call upon individuals to address the Board regarding specific agenda items in which they may be named or have direct responsibility. **** denotes attachments. Posted February 10, 2025 at 4:30 p.m. Jeffrey A. Benton – Clerk/Treasurer.

Town Board Meeting – January 14, 2025

Posted January 12, 2025 at 4:00 p.m. at the Town of Russell Garage, Town Clerk's Office and Town website.

The Board Meeting was called to order by Chairman Paul "Rocky" Tribovich at 7:00 p.m. at the Town of Russell Community Center. Present were Supervisors Larry Meierotto, Curt Basina, , and Mark Bugher via telephone speakerphone. Clerk/Treasurer Jeffrey A. Benton and Deputy Clerk Carol Anderson was also present. Supervisor Don Sullivan and Deputy Clerk Judy Meierotto was excused.

Three members of the public were present.

The Pledge of Allegiance was recited by those present.

Chairman Tribovich made a correction to the agenda removing "Steven" from the Donald & Anne Sullivan conditional use permit agenda item.

Approval of the Agenda – A motion was made by Meierotto and seconded by Basina to approve the agenda. The motion carried.

Tribovich called for public input. No input was offered.

A motion was made by Bugher and seconded by Meierotto to approve the minutes of the December 17, 2024 Town Board Meeting. The motion carried as corrected.

OLD BUSINESS

Audit Services Request for Proposals. Clerk/Treasurer Benton presented information regarding request for proposals for audit services to be performed for fiscal years 2023 through 2027. Supervisor Basina motioned to accept and post RFP, seconded by Meierotto. In discussion, Supervisor Basina inquired on the details of posting, Clerk/Treasurer Benton responded with an ad will be placed in the Ashland Daily Press and distributed to local businesses. All members present signified approval, motion carried.

PSC OEI Grant update. Clerk/Treasurer Benton indicated the executed grant agreement was received and expenditure of grant funds for the replacement of heating units at both the community center and town garage may occur.

NEW BUSINESS

Town Board Recommendation to Bayfield County Zoning for a Conditional Use Permit for Steven Donald & Anne Sullivan to construct and operate a private cemetery consisting of 25-30 cremated remains. A motion was made by Bugher and seconded by Meierotto to recommend by the Town Board the approval of the conditional use permit. All in favor and the motion carried as corrected.

Public Records Request. Clerk/Treasurer Benton presented information on the request for documents related to public meetings of the Telecommunications Committee and all documents had previously been posted on the Town's website. Chairman Tribovich motioned to place on file the request and seconded by Meierotto, all in favor and motion carried.

Firewood Proposal for Little Sand Bay Campground. This proposal was unsolicited and no further action was required. A brief discussion regarding firewood for the campground for the 2025 season was held and the town maintenance crew will haul from the current source.

STANDING AGENDA ITEMS

Town Road maintenance report and discussion – Meierotto discussed repairs to the PTO shaft needed on the 2008 Internation plow truck .

Little Sand Bay Recreation Area – Meierotto informed the Town Board that the campground hosts will be returning on Memorial Day.

Little Sand Bay Marina Study Update – No report offered.

Community Center Campground – No report offered.

Correspondence

A motion was made by Tribovich and seconded by Meierotto to receive and place on file the correspondence. The motion carried.

APPROVAL OF BILLS – A motion was made by Bugher and seconded by Meierotto to approve bills and transfers totaling \$26,664.32 for checks 21955 to 22053 and EFT transactions. The motion carried.

Approve Clerk/Treasurer Report and Financials for December 2024 and Y-T-D 2024 transactions. A motion was made by Meierotto and seconded by Bugher to approve. The motion carried.

Chairman Supervisor and Clerk/Treasurer Reports and items for next Town Board Meeting – Nothing to report.

Next Town Board Meeting – February 11, 2025 beginning at 7:00 p.m. at the Community Center.

A motion to adjourn at 7:10 p.m. was made by Meierotto and seconded by Basina. The motion carried.

The minutes respectfully submitted by:

Jeffrey A. Benton – Clerk/Treasurer

DRAFT

**REQUEST FOR PROPOSAL
TOWN OF RUSSELL
HVAC UPGRADES**

A. General Information

The Town of Russell is soliciting proposals from qualified vendors for the upgrade of the HVAC systems at the Town of Russell garage and community center. Vendors submitting proposals are required to read this Request for Proposals (RFP) in its entirety and follow the instructions contained herein.

Vendors interested in submitting proposals shall contact the Clerk/Treasurer's office either by phone, mail or email to be placed on the Document Holders list for the purpose of receiving updated project information and addenda. Clerk/Treasurer contact information is listed below

B. Important Dates

Deliver proposals no later than the due time and date indicated below. The Town will reject late proposals. The anticipated timeline is as follows:

Issue Date:	February 24, 2025
Questions Due Date:	March 26, 2025
Answers Posted Date:	March 28, 2025
Due Date:	April 4, 2025

C. How to Submit a Proposal

Submit one (1) hard copies of the proposal in a sealed envelope. Hardcopy proposals shall be typed and securely bound on 8.5 x 11-inch paper. All proposal costs are the expense of the proposer. The Town will not consider illegible proposals. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.

All proposals shall be clearly labeled:

Town of Russell
HVAC Upgrade
Due: 3:00p.m. April 4, 2025

Delivery of hard copies to:

Town of Russell
Attention: Clerk's Office
35900 State Highway 13
Bayfield, WI 54814

Proposals shall be delivered as instructed. Deliveries to other Town locations may result in disqualification.

D. Contact Information

Questions regarding the proposal should be addressed to:

Jeffrey A. Benton
Town of Russell
35900 State Highway 13
Bayfield, WI 54814
(715) 779-5338
clerk@townofrussellwi.gov

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions in writing to the contact listed above.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the Town and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the Town will distribute addenda. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications, and dates stated within the bid package. However, the Town of Russell reserves the right to disqualify any and all bids submitted which include exceptions if deemed not in the Town’s best interest.

F. Addenda

In the event that it is necessary to provide additional clarification or revision to the RFP, the Town will email addenda to vendors who have been placed on the document holders list. **Proposers must acknowledge the receipt of any addenda in their proposal.** Failure to retrieve addenda and include their provisions may result in disqualification.

G. Pre-bid Meeting

There will be no pre-bid meeting, however; prospective proposers may make site visits by appointment only to view and inspect the existing HVAC systems..

I. Acceptance/Rejection/Withdrawal of Proposals

The Town reserves the right to accept or reject any or all proposals submitted in whole or in part and to waive any informalities or technicalities which at the Town’s discretion are determined to be in the best interest of the Town. Further, the Town makes no representation that a contract will be awarded to any proposer responding to this request. The Town expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

J. Public Records Notice

Proposers are hereby notified that all information submitted in response to the RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a “trade secret” – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be “trade secrets” as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed elsewhere in your response.

Wisconsin Statute S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1) (c).

Wisconsin Statute S. 134.90(1)(c)

(c) “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The Town cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The Town cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The Town will not provide advance notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the Town to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the Town’s opinion. At that time, all proposals will be available for review in accordance with public records laws

K. Tax Exempt

The Town of Russell, as a municipality, is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). The City will provide its Federal Tax ID and tax-exempt number as necessary.

L. Cancellation/Termination of Contract

The Town of Russell may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor. Upon termination, the Town’s liability will be limited to the pro-rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Town. In the event that the contractor terminates the contract for any reason whatsoever, it will refund to the Town within 30 days of said termination all payments made hereunder by the Town to the contractor for work not completed or not accepted by the Town. Such termination will require written notice to that effect to be delivered by the contractor to the Town not less than 60 days prior to the said termination.

M. Evaluation Process

The RFP will be reviewed by an Evaluation Panel. Each proposal will be evaluated as described below and assigned an overall score ranking.

Major Criteria Categories	Point Weight
Qualifications	15
Experience and Technical Competence	20
Technical approach and methodology	10
Knowledge and Understanding of Scope of Project	15
Project Timeline	15
Cost	20
References	05
Total	100

N. Insurance and Indemnification Requirements

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time specified in the contract. See Appendix A for requirements.

II. SCOPE OF WORK

A. Project

The Town of Russell (Town) is seeking proposals to replace one gas fired hang in place unit heater including exhaust vent and supply connections at the Town’s maintenance garage located at 35900 State Highway 13, Bayfield, WI 54814 and a Residential Forced Air Heating and A/C Cooling System at the Town of Russell Community Center, located at 32500 Old County Road K, Bayfield, WI 54814.

B. Scope of Services

Services will include providing all equipment, materials, tools and labor to complete the upgrades no later than June 30, 2025. Additionally all connections to existing ducting, ventilation and supply lines will be included were possible. No work outside this scope will be performed unless written approval is obtained prior to execution.

III. REQUIRED PROPOSAL INFORMATION

A. Cover Letter

Include a cover letter introducing the firm, summarizing the firm's interest in the project, and highlighting its unique qualifications.

B. Basic Qualification of the Firm

Provide a summary of the firm's qualifications, including years in business, experience with similar projects, and any special qualifications or certifications.

C. Experience and Technical Competence

Describe the firm's experience in performing work similar to that described in this RFP. Include examples of completed projects that are similar in scope and complexity.

D. Proposed Method to Accomplish the Work

Provide a detailed plan outlining how the firm proposes to accomplish the work.

E. Project Timeline

Include a timeline, key milestones, and strategies for maintaining project schedule and quality.

F. Cost

Provide a detailed cost proposal, including a breakdown of labor, materials, and other expenses.

G. References

Include at least three references from clients for whom the firm has completed similar projects. Provide the name, title, organization, phone number, and email address for each reference.

H. Submission Instructions

Proposals must be submitted as sealed bids by 3:00 p.m. on April 4, 2025. No emailed bids will be accepted. The envelope containing the proposal should be clearly marked with:

HVAC Upgrade

**Town of Russell
Attention: Clerk's Office
35900 State Highway 13
Bayfield, WI 54814**

Special Terms and Conditions

The following Special Terms and Conditions are provided by the Office of State and Community Energy Programs (“SCEP”) and Energy Efficiency and Conservation Block Grant Program (“EECBG”), an office within the United States Department of Energy (“DOE”), as a condition of receiving federal funding. In particular, subrecipients under 2 CFR § 200.311 have specific obligations under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These Terms and Conditions are incorporated by reference as if fully set forth herein and are deemed to be contractual obligations of the Grant Recipient. These requirements are therefore considered legally binding and enforceable under this Agreement.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Activity File
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions
Attachment 5	Energy Efficiency and Conservation Strategy

The following are incorporated into this Award by reference:

- DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at <http://www.eCFR.gov>.
- National Policy Requirements (November 12, 2020) at <http://www.nsf.gov/awards/managing/rtc.jsp>.
- The Recipient’s application/proposal as approved by SCEP.
- Public Law 117-58, also known as the Bipartisan Infrastructure Law (BIL).

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Subpart A. General Provisions

Term 1. Legal Authority and Effect

A DOE financial assistance award is valid only if it is in writing and is signed, either in writing or electronically, by a DOE Contracting Officer.

The Recipient may accept or reject the Award. A request to draw down DOE funds or acknowledgement of award documents by the Recipient's authorized representative through electronic systems used by DOE, specifically FedConnect, constitutes the Recipient's acceptance of the terms and conditions of this Award. Acknowledgement via FedConnect by the Recipient's authorized representative constitutes the Recipient's electronic signature.

Term 2. Flow Down Requirement

The Recipient agrees to apply the terms and conditions of this Award, as applicable, including the Intellectual Property Provisions, to all subrecipients (and subcontractors, as appropriate), as required by 2 CFR 200.101, and to require their strict compliance therewith. Further, the Recipient must apply the Award terms as required by 2 CFR 200.327 to all subrecipients (and subcontractors, as appropriate), and to require their strict compliance therewith.

Term 3. Compliance with Federal, State, and Municipal Law

The Recipient is required to comply with applicable Federal, state, and local laws and regulations for all work performed under this Award. The Recipient is required to obtain all necessary Federal, state, and local permits, authorizations, and approvals for all work performed under this Award.

Term 4. Inconsistency with Federal Law

Any apparent inconsistency between Federal statutes and regulations and the terms and conditions contained in this Award must be referred to the DOE Award Administrator for guidance.

Term 5. Federal Stewardship

SCEP will exercise normal Federal stewardship in overseeing the project activities performed under this Award. Stewardship activities include, but are not limited to, conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to address deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

Term 6. NEPA Requirements

DOE must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds. Based on all information provided by the Recipient, SCEP has made a NEPA determination by issuing a categorical exclusion (CX) for all activities listed in the Activity

File approved by the Contracting Officer and the DOE NEPA Determination. The Recipient is thereby authorized to use Federal funds for the defined project activities, subject the Recipient's compliance with the conditions stated below and except where such activity is subject to a restriction set forth elsewhere in this Award.

Condition(s):

1. This NEPA Determination only applies to activities funded by the Administrative and Legal Requirements Document (ALRD) for the EECBG Program Formula Infrastructure Investment and Jobs Act (EECBG Formula - IJJA) awarded to non-tribal recipients proposing non-ground disturbing activities within states that have a DOE executed Historic Preservation Programmatic Agreement.

2. Activities not listed under "Blueprints and additional activities" within this NEPA determination are subject to additional NEPA review and approval by DOE. For activities requiring additional NEPA review, Recipients must complete the environmental questionnaire (EQ-1) found at <https://www.eere-pmc.energy.gov/NEPA.aspx> and receive notification from DOE that the NEPA review has been completed and approved by the Contracting Officer prior to initiating the project or activities.

3. Activities proposed on tribal lands or tribal properties would be restricted to homes/buildings less than forty-five (45) years old and without ground disturbance. Recipients must contact the DOE Project Officer for a Historic Preservation Worksheet to request a review of activities that are listed below on tribal homes/buildings forty-five (45) years and older and/or ground disturbing activities. The DOE NEPA team must review the Historic Preservation Worksheet and notify the Recipient's DOE Project Officer before activities listed on the Historic Preservation Worksheet may begin.

4. This authorization does not include activities where the following elements exist: extraordinary circumstances; cumulative impacts or connected actions that may lead to significant effects on the human environment; or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project.

5. The Recipient must identify and promptly notify DOE of extraordinary circumstances, cumulative impacts or connected actions that may lead to significant effects on the human environment, or any inconsistency with the "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to project activities.

6. Recipients must have a DOE executed Historic Preservation Programmatic Agreement and adhere to the terms and restrictions of its DOE executed Historic Preservation Programmatic Agreement. DOE executed Historic Preservation Programmatic Agreements are available at <https://www.energy.gov/node/812599>.

7. Recipients are responsible for reviewing the online NEPA and Historic preservation training at www.energy.gov/node/4816816 and contacting EECBG.NEPA@ee.doe.gov with any EECBG NEPA or historic preservation questions.

8. Recipients are required to submit an annual Historic Preservation Report in the Performance and Accountability for Grants in Energy system (PAGE) at <https://www.page.energy.gov/default.aspx>.

9. Most activities listed under “Blueprints and additional activities” within this NEPA determination are more restrictive than the Categorical Exclusion. The restrictions included in the “Blueprints and additional activities” must be followed.

10. This authorization excludes any activities that are otherwise subject to a restriction set forth elsewhere in the award.

This authorization is specific to the project activities and locations as described in the Activity File approved by the Contracting Officer and the DOE NEPA Determination.

This authorization is specific to the project activities and locations as described in the Activity File approved by the Contracting Officer and the DOE NEPA Determination.

If the Recipient later intends to add to or modify the activities or locations as described in the approved Activity File and the DOE NEPA Determination, those new activities/locations or modified activities/locations are subject to additional NEPA review and are not authorized for Federal funding until the Contracting Officer provides written authorization on those additions or modifications. Should the Recipient elect to undertake activities or change locations prior to written authorization from the Contracting Officer, the Recipient does so at risk of not receiving Federal funding for those activities, and such costs may not be recognized as allowable cost share.

Term 7. Notice Regarding the Purchase of American-Made Equipment and Products – Sense of Congress

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Award should be American-made.

Term 8. Reporting Requirements

The reporting requirements for this Award are identified on the Federal Assistance Reporting Checklist, attached to this Award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the Award. Noncompliance may result in withholding of future payments, suspension, or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

Term 9. Lobbying

By accepting funds under this Award, the Recipient agrees that none of the funds obligated on the Award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. § 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

Term 10. Publications

The Recipient is required to include the following acknowledgement in publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

- *Acknowledgment:* “This material is based upon work supported by the U.S. Department of Energy’s Office of State and Community Energy Programs (SCEP) under the Energy Efficiency and Conservation Block Grant Program (EECBG) Award Number DE-SE0000575.”
- *Full Legal Disclaimer:* “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Abridged Legal Disclaimer: “The views expressed herein do not necessarily represent the views of the U.S. Department of Energy or the United States Government.”

Recipients should make every effort to include the full Legal Disclaimer. However, in the event that recipients are constrained by formatting and/or page limitations set by the publisher, the abridged Legal Disclaimer is an acceptable alternative.

Term 11. No-Cost Extension

As provided in 2 CFR 200.308, the Recipient must provide the Contracting Officer with notice in advance if it intends to utilize a one-time, no-cost extension of this Award. The notification must include the supporting reasons and the revised period of performance. The Recipient must submit this notification in writing to the Contracting Officer and DOE Technology Manager/ Project Officer at least 30 days before the end of the current budget period.

Any no-cost extension will not alter the project scope, milestones, deliverables, or budget of this Award.

Term 12. Property Standards

The complete text of the Property Standards can be found at 2 CFR 200.310 through 200.316. Also see 2 CFR 910.360 for additional requirements for real property and equipment for For-Profit recipients.

Term 13. Insurance Coverage

See 2 CFR 200.310 for insurance requirements for real property and equipment acquired or improved with Federal funds. Also see 2 CFR 910.360(d) for additional requirements for real property and equipment for For-Profit recipients.

Term 14. Real Property

Subject to the conditions set forth in 2 CFR 200.311, title to real property acquired or improved under a Federal award will conditionally vest upon acquisition in the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.311 before disposing of the property.

Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity. The instructions must provide for one of the following alternatives: (1) retain title after compensating DOE as described in 2 CFR 200.311(c)(1); (2) Sell the property and compensate DOE as specified in 2 CFR 200.311(c)(2); or (3) transfer title to DOE or to a third party designated/approved by DOE as specified in 2 CFR 200.311(c)(3).

See 2 CFR 200.311 for additional requirements pertaining to real property acquired or improved under a Federal award. Also see 2 CFR 910.360 for additional requirements for real property for For-Profit recipients.

Term 15. Equipment

Subject to the conditions provided in 2 CFR 200.313, title to equipment (property) acquired under a Federal award will conditionally vest upon acquisition with the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.313 before disposing of the property.

A state must use equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by DOE in the priority order specified in 2 CFR 200.313(c)(1)(i) and (ii).

Management requirements, including inventory and control systems, for equipment are provided in 2 CFR 200.313(d).

When equipment acquired under a Federal award is no longer needed, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity.

Disposition will be made as follows: (1) items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to DOE; (2) Non-Federal entity may retain title or sell the equipment after compensating DOE as described in 2 CFR 200.313(e)(2); or (3) transfer title to DOE or to an eligible third party as specified in 2 CFR 200.313(e)(3).

See 2 CFR 200.313 for additional requirements pertaining to equipment acquired under a Federal award. Also see 2 CFR 910.360 for additional requirements for equipment for For-Profit recipients. See also 2 CFR 200.439 Equipment and other capital expenditures.

Term 16. Supplies

See 2 CFR 200.314 for requirements pertaining to supplies acquired under a Federal award. See also 2 CFR 200.453 Materials and supplies costs, including costs of computing devices.

Term 17. Property Trust Relationship

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. See 2 CFR 200.316 for additional requirements pertaining to real property, equipment, and intangible property acquired or improved under a Federal award.

Term 18. Record Retention

Consistent with 2 CFR 200.334 through 200.338, the Recipient is required to retain records relating to this Award.

Term 19. Audits

A. Government-Initiated Audits

The Recipient must provide any information, documents, site access, or other assistance requested by SCEP, DOE or Federal auditing agencies (e.g., DOE Inspector

General, Government Accountability Office) for the purpose of audits and investigations. Such assistance may include, but is not limited to, reasonable access to the Recipient's records relating to this Award.

Consistent with 2 CFR part 200 as amended by 2 CFR part 910, DOE may audit the Recipient's financial records or administrative records relating to this Award at any time. Government-initiated audits are generally paid for by DOE.

DOE may conduct a final audit at the end of the project period (or the termination of the Award, if applicable). Upon completion of the audit, the Recipient is required to refund to DOE any payments for costs that were determined to be unallowable. If the audit has not been performed or completed prior to the closeout of the award, DOE retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

DOE will provide reasonable advance notice of audits and will minimize interference with ongoing work, to the maximum extent practicable.

B. Annual Independent Audits (Single Audit or Compliance Audit)

The Recipient must comply with the annual independent audit requirements in 2 CFR 200.500 through .521 for institutions of higher education, nonprofit organizations, and state and local governments (Single audit), and 2 CFR 910.500 through .521 for for-profit entities (Compliance audit).

The annual independent audits are separate from Government-initiated audits discussed in part A. of this Term and must be paid for by the Recipient. To minimize expense, the Recipient may have a Compliance audit in conjunction with its annual audit of financial statements. The financial statement audit is **not** a substitute for the Compliance audit. If the audit (Single audit or Compliance audit, depending on Recipient entity type) has not been performed or completed prior to the closeout of the award, DOE may impose one or more of the actions outlined in 2 CFR 200.339, Remedies for Noncompliance.

Term 20. Indemnity

The Recipient shall indemnify DOE and its officers, agents, or employees for any and all liability, including litigation expenses and attorneys' fees, arising from suits, actions, or claims of any character for death, bodily injury, or loss of or damage to property or to the environment, resulting from the project, except to the extent that such liability results from the direct fault or negligence of DOE officers, agents or employees, or to the extent such liability may be covered by applicable allowable costs provisions.

Term 21. Foreign National Participation

If the Recipient (including any of its subrecipients and contractors) anticipates involving foreign

nationals in the performance of the Award, the Recipient must, upon DOE's request, provide DOE with specific information about each foreign national to ensure compliance with the requirements for participation and access approval. The volume and type of information required may depend on various factors associated with the Award. The DOE Contracting Officer will notify the Recipient if this information is required.

DOE may elect to deny a foreign national's participation in the Award. Likewise, DOE may elect to deny a foreign national's access to a DOE sites, information, technologies, equipment, programs or personnel.

Term 22. Post-Award Due Diligence Reviews

During the life of the Award, DOE may conduct ongoing due diligence reviews, through Government resources, to identify potential risks of undue foreign influence. In the event, a risk is identified, DOE may require risk mitigation measures, including but not limited to, requiring an individual or entity not participate in the Award.

Subpart B. Financial Provisions

Term 23. Maximum Obligation

The maximum obligation of DOE for this Award is the total "Funds Obligated" stated in Block 13 of the Assistance Agreement to this Award.

Term 24. Refund Obligation

The Recipient must refund any excess payments received from SCEP, including any costs determined unallowable by the Contracting Officer. Upon the end of the project period (or the termination of the Award, if applicable), the Recipient must refund to SCEP the difference between (1) the total payments received from SCEP, and (2) the Federal share of the costs incurred. Refund obligations under this Term do not supersede the annual reconciliation or true up process if specified under the Indirect Cost Term.

Term 25. Allowable Costs

SCEP determines the allowability of costs through reference to 2 CFR part 200 as amended by 2 CFR part 910. All project costs must be allowable, allocable, and reasonable. The Recipient must document and maintain records of all project costs, including, but not limited to, the costs paid by Federal funds, costs claimed by its subrecipients and project costs that the Recipient claims as cost sharing, including in-kind contributions. The Recipient is responsible for maintaining records adequate to demonstrate that costs claimed have been incurred, are reasonable, allowable and allocable, and comply with the cost principles. Upon request, the Recipient is required to provide such records to SCEP. Such records are subject to audit. Failure to provide SCEP adequate supporting documentation may result in a determination by

the Contracting Officer that those costs are unallowable.

The Recipient is required to obtain the prior written approval of the Contracting Officer for any foreign travel costs.

Term 26. Indirect Costs

A. Indirect Cost Allocation:

The budget for this Award does not include an allocation of segregated indirect billing rates. Therefore, indirect charges shall not be charged under allocated billing rates, nor shall reimbursement be requested for this project for segregated indirect cost billing rates, nor shall any indirect charges for this project be allocated to any other Federally sponsored project. The Recipient cannot claim indirect costs separately as cost share.

B. Fringe Cost Allocation:

The budget for this award does not include an allocation of segregated fringe billing rates. Fringe benefit costs have been found reasonable as incorporated in the Recipient's burdened labor rate or under an allocated indirect cost billing rate. Therefore, fringe benefit costs shall not be charged as a separate rate allocation to this Award. SCEP will not reimburse fringe benefit costs as a separate budget item. Fringe benefit costs for this Award cannot be allocated as a separate rate allocation to any other Federally sponsored project.

C. Subrecipient Indirect Costs (If Applicable):

The Recipient must ensure its subrecipient's indirect costs are appropriately managed, have been found to be allowable, and comply with the requirements of this Award and 2 CFR Part 200 as amended by 2 CFR Part 910.

D. Indirect Cost Stipulations:

i. Modification to Indirect Cost Billing Rates

SCEP will not modify this Award solely to provide additional funds to cover increases in the Recipient's indirect cost billing rate(s). Adjustments to the indirect cost billing rates must be approved by the Recipient's Cognizant Agency or Cognizant Federal Agency Official.

The Recipient must provide a copy of an updated NICRA or indirect rate proposal to the DOE Award Administrator in order to increase indirect cost billing rates. If the Contracting Officer provides prior written approval, the Recipient may incur an increase in the indirect cost billing rates. Reimbursement will be limited by the budgeted dollar amount for indirect costs for each budget period as shown in Attachment 3 to this Award.

ii. Award Closeout

The closeout of the DOE award does not affect (1) the right of the DOE to disallow costs and recover funds on the basis of a later audit or other review; (2) the requirement for the Recipient to return any funds due as a result of later refunds, corrections or other transactions including final indirect cost billing rate adjustments; and (3) the ability of the DOE to make financial adjustments to a previously closed award resolving indirect cost payments and making final payments.

Term 27. Decontamination and/or Decommissioning (D&D) Costs

Notwithstanding any other provisions of this Award, the Government shall not be responsible for or have any obligation to the Recipient for (1) Decontamination and/or Decommissioning (D&D) of any of the Recipient's facilities, or (2) any costs which may be incurred by the Recipient in connection with the D&D of any of its facilities due to the performance of the work under this Award, whether said work was performed prior to or subsequent to the effective date of the Award.

Term 28. Use of Program Income

If the Recipient earns program income during the project period as a result of this Award, the Recipient must add the program income to the funds committed to the Award and used to further eligible project objectives.

Term 29. Payment Procedures

A. Method of Payment

Payment will be made by reimbursement through the Department of Treasury's ASAP system.

B. Requesting Reimbursement

Requests for reimbursements must be made through the ASAP system.

C. Adjusting Payment Requests for Available Cash

The Recipient must disburse any funds that are available from repayments to and interest earned on a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds before requesting additional cash payments from SCEP.

D. Payments

All payments are made by electronic funds transfer to the bank account identified on the Bank Information Form that the Recipient filed with the U.S. Department of Treasury.

E. Unauthorized Drawdown of Federal Funds

For each budget period, the Recipient may not spend more than the Federal share authorized to that particular budget period, without specific written approval from the Contracting Officer. The Recipient must immediately refund SCEP any amounts spent or drawn down in excess of the authorized amount for a budget period. The Recipient and subrecipients shall promptly, but at least quarterly, remit to DOE interest earned on advances drawn in excess of disbursement needs, and shall comply with the procedure for remitting interest earned to the Federal government per 2 CFR 200.305, as applicable.

Term 30. Budget Changes

A. Budget Changes Generally

The Contracting Officer has reviewed and approved the SF-424A in Attachment 3 to this Award.

Any increase in the total project cost, whether DOE share or Cost Share, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award, must be approved in advance and in writing by the Contracting Officer.

Any change that alters the project scope, milestones or deliverables requires prior written approval of the Contracting Officer. SCEP may deny reimbursement for any failure to comply with the requirements in this term.

B. Transfers of Funds Among Direct Cost Categories

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds among direct cost categories where the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

The Recipient is required to notify the DOE Technology Manager/Project Officer of any transfer of funds among direct cost categories where the cumulative amount of such transfers is equal to or below 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

C. Transfer of Funds Between Direct and Indirect Cost Categories

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds between direct and indirect cost categories. If the Recipient's actual allowable indirect costs are less than those budgeted in Attachment 3 to this Award, the Recipient may use the difference to pay additional allowable direct costs during the project period so long as the total difference is less

than 10% of total project costs and the difference is reflected in actual requests for reimbursement to DOE.

Subpart C. Miscellaneous Provisions

Term 31. Environmental, Safety and Health Performance of Work at DOE Facilities

With respect to the performance of any portion of the work under this Award which is performed at a DOE -owned or controlled site, the Recipient agrees to comply with all State and Federal Environmental, Safety and Health (ES&H) regulations and with all other ES&H requirements of the operator of such site.

Prior to the performance on any work at a DOE-owned or controlled site, the Recipient shall contact the site facility manager for information on DOE and site-specific ES&H requirements.

The Recipient is required apply this provision to its subrecipients and contractors.

Term 32. System for Award Management and Universal Identifier Requirements

A. Requirement for Registration in the System for Award Management (SAM)

Unless the Recipient is exempted from this requirement under 2 CFR 25.110, the Recipient must maintain the currency of its information in SAM until the Recipient submits the final financial report required under this Award or receive the final payment, whichever is later. This requires that the Recipient reviews and updates the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

B. Unique Entity Identifier (UEI)

SAM automatically assigns a UEI to all active SAM.gov registered entities. Entities no longer have to go to a third-party website to obtain their identifier. This information is displayed on SAM.gov.

If the Recipient is authorized to make subawards under this Award, the Recipient:

- i. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from the Recipient unless the entity has provided its UEI number to the Recipient.
- ii. May not make a subaward to an entity unless the entity has provided its UEI

number to the Recipient.

C. Definitions

For purposes of this award term:

- i. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
- ii. Unique Entity Identifier (UEI) is the 12-character, alpha-numeric identifier that will be assigned by SAM.gov upon registration.
- iii. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:
 1. A Governmental organization, which is a State, local government, or Indian Tribe.
 2. A foreign public entity.
 3. A domestic or foreign nonprofit organization.
 4. A domestic or foreign for-profit organization.
 5. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- iv. Subaward:
 1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
 2. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.501 Audit requirements, (f) *Subrecipients and Contractors* and/or 2 CFR 910.501 Audit requirements, (f) *Subrecipients and Contractors*).
 3. A subaward may be provided through any legal agreement, including an agreement that the Recipient considers a contract.
- v. Subrecipient means an entity that:
 1. Receives a subaward from the Recipient under this Award; and

2. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

Term 33. Nondisclosure and Confidentiality Agreements Assurances

- A. By entering into this agreement, the Recipient attests that it **does not and will not** require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- B. The Recipient further attests that it **does not and will not** use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:
 - i. *“These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.”*
 - ii. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
 - iii. Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

Term 34. Subrecipient Change Notification

Except for subrecipients specifically proposed as part of the Recipient's Application for award, the Recipient must notify the Contracting Officer and Project Manager in writing 30 days prior to the execution of new or modified subrecipient agreements, including naming any To Be Determined subrecipients. This notification does not constitute a waiver of the prior approval requirements outlined in 2 CFR part 200 as amended by 2 CFR part 910, nor does it relieve the Recipient from its obligation to comply with applicable Federal statutes, regulations, and executive orders.

In order to satisfy this notification requirement, the Recipient documentation must, as a minimum, include the following:

- A description of the research to be performed, the service to be provided, or the equipment to be purchased.
- Cost share commitment letter if the subrecipient is providing cost share to the Award.
- An assurance that the process undertaken by the Recipient to solicit the subrecipient complies with their written procurement procedures as outlined in 2 CFR 200.317 through 200.327.
- An assurance that no planned, actual or apparent conflict of interest exists between the Recipient and the selected subrecipient and that the Recipient's written standards of conduct were followed.¹
- A completed Environmental Questionnaire, if applicable.
- An assurance that the subrecipient is not a debarred or suspended entity.
- An assurance that all required award provisions will be flowed down in the resulting subrecipient agreement.

The Recipient is responsible for making a final determination to award or modify subrecipient agreements under this agreement, but the Recipient may not proceed with the subrecipient agreement until the Contracting Officer determines, and provides the Recipient written notification, that the information provided is adequate.

¹ It is DOE's position that the existence of a "covered relationship" as defined in 5 CFR 2635.502(a)&(b) between a member of the Recipient's owners or senior management and a member of a subrecipient's owners or senior management creates at a minimum an apparent conflict of interest that would require the Recipient to notify the Contracting Officer and provide detailed information and justification (including, for example, mitigation measures) as to why the subrecipient agreement does not create an actual conflict of interest. The Recipient must also notify the Contracting Officer of any new subrecipient agreement with: (1) an entity that is owned or otherwise controlled by the Recipient; or (2) an entity that is owned or otherwise controlled by another entity that also owns or otherwise controls the Recipient, as it is DOE's position that these situations also create at a minimum an apparent conflict of interest.

Should the Recipient not receive a written notification of adequacy from the Contracting Officer within 30 days of the submission of the subrecipient documentation stipulated above, the Recipient may proceed to award or modify the proposed subrecipient agreement.

Term 35. Conference Spending

The Recipient shall not expend any funds on a conference not directly and programmatically related to the purpose for which the grant was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed \$20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

Term 36. Recipient Integrity and Performance Matters

A. General Reporting Requirement

If the total value of your currently active Financial Assistance awards, grants, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- i. Is in connection with the award or performance of a Financial Assistance, cooperative agreement, or procurement contract from the Federal Government;
- ii. Reached its final disposition during the most recent five-year period; and
- iii. Is one of the following:
 1. A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;
 2. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

3. An administrative proceeding, as defined in paragraph E of this term, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
4. Any other criminal, civil, or administrative proceeding if:
 - a. It could have led to an outcome described in paragraph B.iii.1, 2, or 3 of this term;
 - b. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - c. The requirement in this term to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

D. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph A of this term, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, Financial Assistance awards, (including cooperative agreement awards) with a cumulative total value greater than \$10,000,000, must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

For purposes of this term:

- i. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or Financial Assistance awards. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- ii. Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of *nolo contendere*.
- iii. Total value of currently active Financial Assistance awards, cooperative agreements and procurement contracts includes—
 1. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 2. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

Term 37. Export Control

The United States government regulates the transfer of information, commodities, technology, and software considered to be strategically important to the U.S. to protect national security, foreign policy, and economic interests without imposing undue regulatory burdens on legitimate international trade. There is a network of Federal agencies and regulations that govern exports that are collectively referred to as “Export Controls.” The Recipient is responsible for ensuring compliance with all applicable United States Export Control laws and regulations relating to any work performed under a resulting award.

The Recipient must immediately report to DOE any export control violations related to the project funded under this award, at the recipient or subrecipient level, and provide the corrective action(s) to prevent future violations.

Term 38. Interim Conflict of Interest Policy for Financial Assistance

The DOE interim Conflict of Interest Policy for Financial Assistance (COI Policy) can be found at <https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance>. This policy is applicable to all non-Federal entities applying for, or that receive, DOE funding by means of a financial assistance award (e.g., a grant, cooperative agreement, or technology investment agreement) and, through the implementation of this policy by the entity, to each Investigator who is planning to participate in, or is participating in, the project funded wholly or in part under this Award. The term “Investigator” means the PI and any other person, regardless of title or position, who is responsible for the purpose, design, conduct, or reporting of a project funded by DOE or proposed for funding by DOE. The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. Further, the Recipient must identify all financial conflicts of interests (FCOI), i.e., managed and unmanaged/ unmanageable, in its initial and ongoing FCOI reports.

Prior to award, the Recipient was required to: 1) ensure all Investigators on this Award completed their significant financial disclosures; 2) review the disclosures; 3) determine whether a FCOI exists; 4) develop and implement a management plan for FCOIs; and 5) provide DOE with an initial FCOI report that includes all FCOIs (i.e., managed and unmanaged/unmanageable). Within 180 days of the date of the Award, the Recipient must be in full compliance with the other requirements set forth in DOE’s interim COI Policy.

Term 39. Organizational Conflict of Interest

Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the Recipient is unable or appears to be unable to be impartial in conducting procurement action involving a related organization (2 CFR 200.318(c)(2)).

The Recipient must disclose in writing any potential or actual organizational conflict of interest to the DOE Contracting Officer. The Recipient must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe. For a list of the information that must be included the disclosure, see Section VI. of the DOE interim Conflict of Interest Policy for Financial Assistance at <https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance>.

If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, the Recipient must procure goods and services from other sources when using project funds. Otherwise, DOE may terminate the Award in accordance with 2 CFR 200.340 unless continued performance is determined to be in the best interest of the Federal government.

The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. The Recipient is responsible for ensuring subrecipient compliance with this term.

If the Recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Recipient must maintain written standards of conduct covering organizational conflicts of interest.

Term 40. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

As set forth in 2 CFR 200.216, recipients and subrecipients are prohibited from obligating or expending project funds (Federal and non-Federal funds) to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications

equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

See Public Law 115-232, section 889 for additional information.

Term 41. Human Subjects Research

Research involving human subjects, biospecimens, or identifiable private information conducted with Department of Energy (DOE) funding is subject to the requirements of DOE Order 443.1C, *Protection of Human Research Subjects*, 45 CFR Part 46, *Protection of Human Subjects (subpart A which is referred to as the "Common Rule")*, and 10 CFR Part 745, *Protection of Human Subjects*.

Federal regulation and the DOE Order require review by an Institutional Review Board (IRB) of all proposed human subjects research projects. The IRB is an interdisciplinary ethics board responsible for ensuring that the proposed research is sound and justifies the use of human subjects or their data; the potential risks to human subjects have been minimized; participation is voluntary; and clear and accurate information about the study, the benefits and risks of participating, and how individuals' data/specimens will be protected/used, is provided to potential participants for their use in determining whether or not to participate.

The Recipient shall provide the Federal Wide Assurance number identified in item 1 below and the certification identified in item 2 below to DOE prior to initiation of any project that will involve interactions with humans in some way (e.g., through surveys); analysis of their identifiable data (e.g., demographic data and energy use over time); asking individuals to test devices, products, or materials developed through research; and/or testing of commercially available devices in buildings/homes in which humans will be present. *Note:* This list of examples is illustrative and not all inclusive.

No DOE funded research activity involving human subjects, biospecimens, or identifiable private information shall be conducted without:

- 1) A registration and a Federal Wide Assurance of compliance accepted by the Office of Human Research Protection (OHRP) in the Department of Health and Human Services; and
- 2) Certification that the research has been reviewed and approved by an Institutional Review Board (IRB) provided for in the assurance. IRB review may be accomplished by the awardee's institutional IRB; by the Central DOE IRB; or if collaborating with one of the DOE national laboratories, by the DOE national laboratory IRB.

The Recipient is responsible for ensuring all subrecipients comply and for reporting information on the project annually to the DOE Human Subjects Research Database (HSRD) at <https://science.osti.gov/HumanSubjects/Human-Subjects-Database/home>. Note: If a DOE IRB is used, no end of year reporting will be needed.

Additional information on the DOE Human Subjects Research Program can be found at: <https://science.osti.gov/ber/human-subjects>

Term 42. Fraud, Waste and Abuse

The mission of the DOE Office of Inspector General (OIG) is to strengthen the integrity, economy and efficiency of DOE's programs and operations including deterring and detecting fraud, waste, abuse and mismanagement. The OIG accomplishes this mission primarily through investigations, audits, and inspections of Department of Energy activities to include grants, cooperative agreements, loans, and contracts. The OIG maintains a Hotline for reporting allegations of fraud, waste, abuse, or mismanagement. To report such allegations, please visit <https://www.energy.gov/ig/ig-hotline>.

Additionally, the Recipient must be cognizant of the requirements of 2 CFR § 200.113 Mandatory disclosures, which states:

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII of 2 CFR Part 200 are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

Subpart D. Bipartisan Infrastructure Law (BIL)-specific requirements

Term 43. Reporting, Tracking and Segregation of Incurred Costs

BIL funds can be used in conjunction with other funding, as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the BIL and related Office of Management and Budget (OMB) Guidance. The Recipient must keep separate records for BIL funds and must ensure those records comply with the requirements of the BIL. Funding provided through the BIL that is supplemental to an existing grant or cooperative agreement is one-time funding.

Term 44. Davis-Bacon Requirements

This award is funded under Division D of the Bipartisan Infrastructure Law (BIL). All laborers and mechanics employed by the recipient, subrecipients, contractors or subcontractors in the performance of construction, alteration, or repair work in excess of \$2000 on an award funded directly by or assisted in whole or in part by funds made available under this award shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the "Davis-Bacon Act" (DBA).

Recipients shall provide written assurance acknowledging the DBA requirements for the award or project and confirming that all of the laborers and mechanics performing construction, alteration, or repair, through funding under the award are paid or will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act).

The Recipient must comply with all of the Davis-Bacon Act requirements, including but not limited to:

- (1) ensuring that the wage determination(s) and appropriate Davis-Bacon clauses and requirements are flowed down to and incorporated into any applicable subcontracts or subrecipient awards.
- (2) being responsible for compliance by any subcontractor or subrecipient with the Davis-Bacon labor standards.
- (3) receiving and reviewing certified weekly payrolls submitted by all subcontractors and subrecipients for accuracy and to identify potential compliance issues.
- (4) maintaining original certified weekly payrolls for 3 years after the completion of the project and must make those payrolls available to the DOE or the Department of Labor upon request, as required by 29 CFR 5.6(a)(2).
- (5) conducting payroll and job-site reviews for construction work, including interviews with employees, with such frequency as may be necessary to assure

compliance by its subcontractors and subrecipients and as requested or directed by the DOE.

(6) cooperating with any authorized representative of the Department of Labor in their inspection of records, interviews with employees, and other actions undertaken as part of a Department of Labor investigation.

(7) posting in a prominent and accessible place the wage determination(s) and Department of Labor Publication: WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects.

(8) notifying the Contracting Officer of all labor standards issues, including all complaints regarding incorrect payment of prevailing wages and/or fringe benefits, received from the recipient, subrecipient, contractor, or subcontractor employees; significant labor standards violations, as defined in 29 CFR 5.7; disputes concerning labor standards pursuant to 29 CFR parts 4, 6, and 8 and as defined in FAR 52.222-14; disputed labor standards determinations; Department of Labor investigations; or legal or judicial proceedings related to the labor standards under this Contract, a subcontract, or subrecipient award.

(9) preparing and submitting to the Contracting Officer, the Office of Management and Budget Control Number 1910-5165, Davis Bacon Semi-Annual Labor Compliance Report, by April 21 and October 21 of each year. Form submittal will be administered through the iBenefits system (<https://doeibenefits2.energy.gov>) or its successor system.

The Recipient must undergo Davis-Bacon Act compliance training and must maintain competency in Davis-Bacon Act compliance. The Contracting Officer will notify the Recipient of any DOE sponsored Davis-Bacon Act compliance trainings. The Department of Labor offers free Prevailing Wage Seminars several times a year that meet this requirement, at <https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/events>.

The Department of Energy has contracted with, a third-party DBA electronic payroll compliance software application. The Recipient must ensure the timely electronic submission of weekly certified payrolls as part of its compliance with the Davis-Bacon Act unless a waiver is granted to a particular contractor or subcontractor because they are unable or limited in their ability to use or access the software.

Davis Bacon Act Electronic Certified Payroll Submission Waiver

A waiver must be granted before the award starts. The applicant does not have the right to appeal SCEP's decision concerning a waiver request.

For additional guidance on how to comply with the Davis-Bacon provisions and clauses, see <https://www.dol.gov/agencies/whd/government-contracts/construction> and

<https://www.dol.gov/agencies/whd/government-contracts/protections-for-workers-in-construction>.

Term 45. Buy American Requirement for Infrastructure Projects

A. Definitions

Components are defined as the articles, materials, or supplies incorporated directly into the end manufactured product(s).

Construction Materials are an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is used in an infrastructure project and is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, drywall, coatings (paints and stains), optical fiber, clay brick; composite building materials; or engineered wood products.

Domestic Content Procurement Preference Requirement- means a requirement that no amounts made available through a program for federal financial assistance may be obligated for an infrastructure project unless—

(A) all iron and steel used in the project are produced in the United States;

(B) the manufactured products used in the project are produced in the United States; or

(C) the construction materials used in the project are produced in the United States.

Also referred to as the **Buy America Requirement**.

Infrastructure includes, at a minimum, the structures, facilities, and equipment located in the United States, for: roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and generation, transportation, and distribution of energy - including electric vehicle (EV) charging.

The term “infrastructure” should be interpreted broadly, and the definition provided above should be considered as illustrative and not exhaustive.

Manufactured Products are items used for an infrastructure project made up of components that are not primarily of iron or steel; construction materials; cement and cementitious materials’ aggregates such as stone, sand, or gravel; or aggregate binding agents or additives.

Primarily of iron or steel means greater than 50% iron or steel, measured by cost.

Project- means the construction, alteration, maintenance, or repair of infrastructure in the United States.

Public- The Buy America Requirement does not apply to non-public infrastructure. For purposes of this guidance, infrastructure should be considered “public” if it is: (1) publicly owned or (2) privately owned but utilized primarily for a public purpose. Infrastructure should be considered to be “utilized primarily for a public purpose” if it is privately operated on behalf of the public or is a place of public accommodation.

B. Buy America Requirement

None of the funds provided under this award (federal share or recipient cost-share) may be used for a project for infrastructure unless:

1. All iron and steel used in the project is produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of

the manufactured product has been established under applicable law or regulation; and

3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America Requirement only applies to articles, materials, and supplies that are consumed in, incorporated into, or permanently affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought into the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Requirement apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Recipients are responsible for administering their award in accordance with the terms and conditions, including the Buy America Requirement. The recipient must ensure that the Buy America Requirement flows down to all subawards and that the subawardees and subrecipients comply with the Buy America Requirement. The Buy America Requirement term and condition must be included all sub-awards, contracts, subcontracts, and purchase orders for work performed under the infrastructure project.

C. Certification of Compliance

The Recipient must certify or provide equivalent documentation for proof of compliance that a good faith effort was made to solicit bids for domestic products used in the infrastructure project under this Award.

The Recipient must also maintain certifications or equivalent documentation for proof of compliance that those articles, materials, and supplies that are consumed in, incorporated into, affixed to, or otherwise used in the infrastructure project, not covered by a waiver or exemption, are produced in the United States. The certification or proof of compliance must be provided by the suppliers or manufacturers of the iron, steel, manufactured products and construction materials and flow up from all subawardees, contractors and vendors to the Recipient. The Recipient must keep these

certifications with the award/project files and be able to produce them upon request from DOE, auditors or Office of Inspector General.

D. Waivers

When necessary, the Recipient may apply for, and DOE may grant, a waiver from the Buy America Requirement. Requests to waive the application of the Buy America Requirement must be in writing to the Contracting Officer. Waiver requests are subject to review by DOE and the Office of Management and Budget, as well as a public comment period of no less than 15 calendar days.

Waivers must be based on one of the following justifications:

1. Public Interest- Applying the Buy America Requirement would be inconsistent with the public interest;
2. Non-Availability- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
3. Unreasonable Cost- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Requests to waive the Buy America Requirement must include the following:

- Waiver type (Public Interest, Non-Availability, or Unreasonable Cost);
- Recipient name and Unique Entity Identifier (UEI);
- Award information (Federal Award Identification Number, Assistance Listing number);
- A brief description of the project, its location, and the specific infrastructure involved;
- Total estimated project cost, with estimated federal share and recipient cost share breakdowns;
- Total estimated infrastructure costs, with estimated federal share and recipient cost share breakdowns;
- List and description of iron or steel item(s), manufactured goods, and/or construction material(s) the recipient seeks to waive from the Buy America Preference, including name, cost,

quantity(ies), country(ies) of origin, and relevant Product Service Codes (PSC) and North American Industry Classification System (NAICS) codes for each;

- A detailed justification as to how the non-domestic item(s) is/are essential the project;
- A certification that the recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and non-proprietary communications with potential suppliers;
- A justification statement—based on one of the applicable justifications outlined above—as to why the listed items cannot be procured domestically, including the due diligence performed (e.g., market research, industry outreach, cost analysis, cost-benefit analysis) by the recipient to attempt to avoid the need for a waiver. This justification may cite, if applicable, the absence of any Buy America-compliant bids received for domestic products in response to a solicitation; and
- Anticipated impact to the project if no waiver is issued.

The Recipient should consider using the following principles as minimum requirements contained in their waiver request:

- **Time-limited:** Consider a waiver constrained principally by a length of time, rather than by the specific project/award to which it applies. Waivers of this type may be appropriate, for example, when an item that is “non-available” is widely used in the project. When requesting such a waiver, the Recipient should identify a reasonable, definite time frame (e.g., no more than one to two years) designed so that the waiver is reviewed to ensure the condition for the waiver (“non-availability”) has not changed (e.g., domestic supplies have become more available).
- **Targeted:** Waiver requests should apply only to the item(s), product(s), or material(s) or category(ies) of item(s), product(s), or material(s) as necessary and justified. Waivers should not be overly broad as this will undermine domestic preference policies.
- **Conditional:** The Recipient may request a waiver with specific conditions that support the policies of IIJA/BABA and Executive Order 14017.

DOE may request, and the Recipient must provide, additional information for consideration of this waiver. DOE may reject or grant waivers in whole or in part depending on its review, analysis, and/or feedback from OMB or the public. DOE's final determination regarding approval or rejection of the waiver request may not be appealed. Waiver requests may take up to 90 calendar days to process.

Term 46. Affirmative Action and Pay Transparency Requirements

All federally assisted construction contracts exceeding \$10,000 annually will be subject to the requirements of Executive Order 11246:

(1) Recipients, subrecipients, and contractors are prohibited from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.

(2) Recipients and Contractors are required to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. This includes flowing down the appropriate language to all subrecipients, contractors and subcontractors.

(3) Recipients, subrecipients, contractors and subcontractors are prohibited from taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or, under certain circumstances, the pay of their co-workers.

The Department of Labor's (DOL) Office of Federal Contractor Compliance Programs (OFCCP) uses a neutral process to schedule contractors for compliance evaluations. OFCCP's Technical Assistance Guide² should be consulted to gain an understanding of the requirements and possible actions the recipients, subrecipients, contractors and subcontractors must take.

Term 47. Potentially Duplicative Funding Notice

If the Recipient or subrecipients have or receive any other award of federal funds for activities that potentially overlap with the activities funded under this Award, the Recipient must promptly notify DOE in writing of the potential overlap and state whether project funds (i.e., recipient cost share and federal funds) from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items under this Award. If there are identical cost items, the Recipient must promptly notify the DOE

² See OFCCP's Technical Assistance Guide at: <https://www.dol.gov/sites/dolgov/files/ofccp/Construction/files/ConstructionTAG.pdf?msclkid=9e397d68c4b111ec9d8e6fecb6c710ec> Also see the National Policy Assurances <http://www.nsf.gov/awards/managing/rtc.jsp>

Contracting Officer in writing of the potential duplication and eliminate any inappropriate duplication of funding.

Term 48. Transparency of Foreign Connections

During the term of the Award, the Recipient must notify the DOE Contracting Officer within fifteen (15) business days of learning of the following circumstances in relation to the Recipient or subrecipients:

1. The existence of any joint venture or subsidiary that is based in, funded by, or has a foreign affiliation with any foreign country of risk;
2. Any current or pending contractual or financial obligation or other agreement specific to a business arrangement, or joint venture-like arrangement with an enterprise owned by a country of risk or foreign entity based in a country of risk;
3. Any current or pending change in ownership structure of the Recipient or subrecipients that increases foreign ownership related to a country of risk;
4. Any current or pending venture capital or institutional investment by an entity that has a general partner or individual holding a leadership role in such entity who has a foreign affiliation with any foreign country of risk;
5. Any current or pending technology licensing or intellectual property sales to a foreign country of risk; and
6. Any current or pending foreign business entity, offshore entity, or entity outside the United States related to the Recipient or subrecipient.

Term 49. Foreign Collaboration Considerations

- a. Consideration of new collaborations with foreign organizations and governments. The Recipient must provide DOE with advanced written notification of any potential collaboration with foreign entities, organizations or governments in connection with its DOE-funded award scope. The Recipient must await further guidance from DOE prior to contacting the proposed foreign entity, organization or government regarding the potential collaboration or negotiating the terms of any potential agreement.
- b. Existing collaborations with foreign entities, organizations and governments. The Recipient must provide DOE with a written list of all existing foreign collaborations in which has entered in connection with its DOE-funded award scope.
- c. Description of collaborations that should be reported: In general, a collaboration will involve some provision of a thing of value to, or from, the Recipient. A thing of value includes but may not be limited to all resources made available to, or from, the recipient in support of and/or related to the Award, regardless of whether or not they have monetary value. Things of value also may include in-kind contributions

(such as office/laboratory space, data, equipment, supplies, employees, students). In-kind contributions not intended for direct use on the Award but resulting in provision of a thing of value from or to the Award must also be reported. Collaborations do not include routine workshops, conferences, use of the Recipient's services and facilities by foreign investigators resulting from its standard published process for evaluating requests for access, or the routine use of foreign facilities by awardee staff in accordance with the Recipient's standard policies and procedures.

Town of Russell

35900 State Highway 13

Bayfield, Wisconsin 54814-4862

(715) 779-5338

Fax (608) 237-2236

E-mail clerk@townofrussellwi.gov

Website www.townofrussellwi.gov

Paul "Rocky" Tribovich
Chairman

Judy Meierotto/Carol Anderson
Deputy Clerk/Treasurer

Jeffrey A Benton
Clerk/Treasurer

RESOLUTION

SUPPORT OF BAYFIELD COUNTY

KNOWLES-NELSON STEWARDSHIP GRANT APPLICATION

RESOLUTION 2025-01

Whereas, the Bayfield County Forest (Forest) is sustainably managed to conserve and protect its natural resources, while also maximizing public benefit and ensuring a wide variety of forest products and amenities are available to current and future generations; and

Whereas, Bayfield County is actively working to acquire productive forestland to add to the County Forest program; and

Whereas, Bayfield County has signed a purchase agreement to buy 110 acres in the Town of Russell; and

Whereas, some objectives of acquiring lands, for entry into the County Forest program, are to perpetually provide quality, sustainable forest products to the local and regional economy; reasonable revenues to the county and towns; outdoor recreational opportunities to the public; watershed and soil protection; wildlife habitat; and improve the administration of the Forest through the consolidation of lands located within established Forest boundaries; and

Now, therefore, be it resolved that the Town of Russell supports the efforts of Bayfield County to apply for a Knowles-Nelson Stewardship Grant to partially fund the above referenced acquisition in the Town of Russell for the purposes of forestry, conservation, and outdoor recreation.

Dated: _____

Town Chair - Rocky Tribovich

Attest: Town Clerk – Jeffrey Benton

Supervisor – Mark Bugher

Supervisor – Larry Meierotto

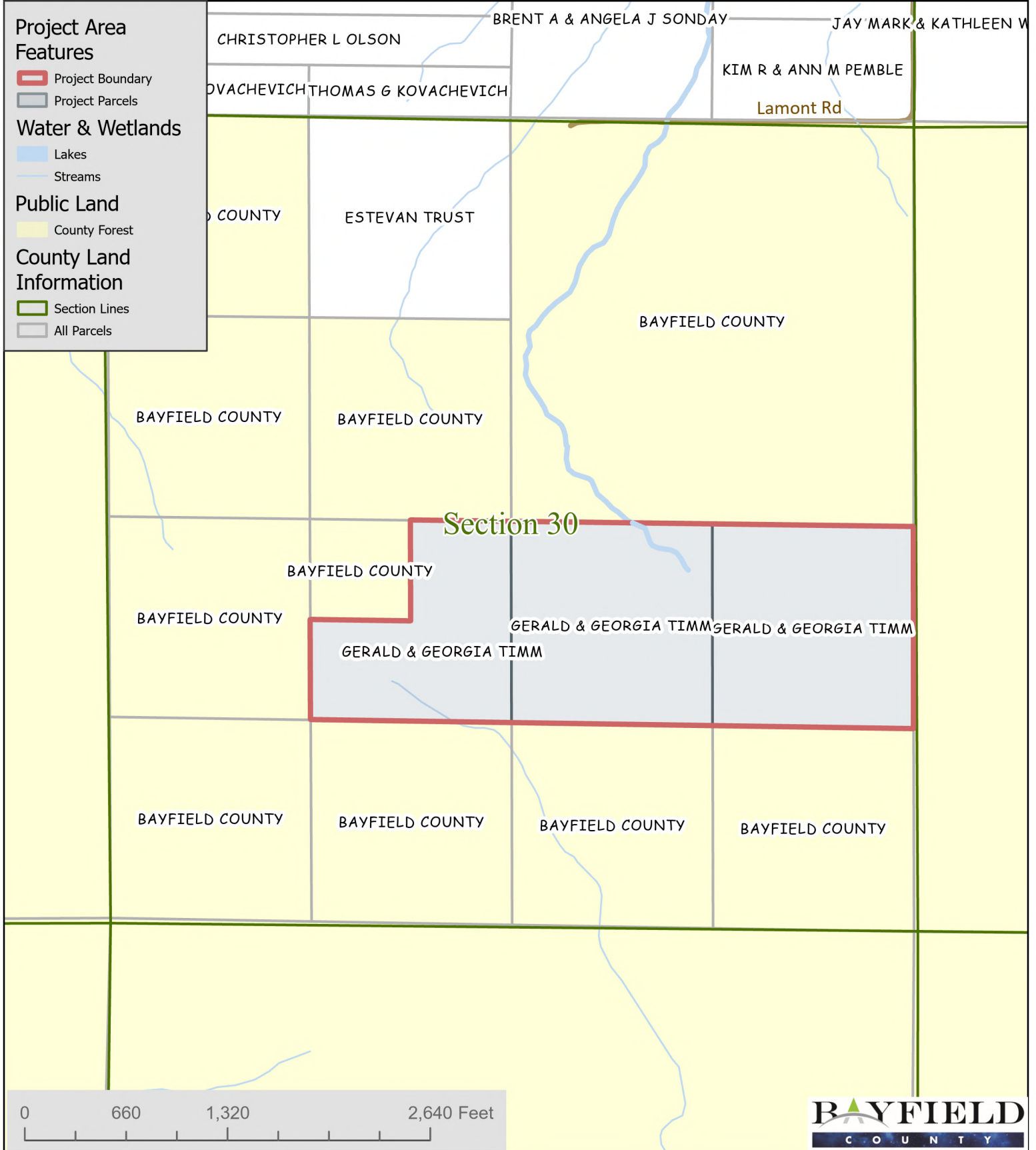
Supervisor – Don Sullivan

Supervisor – Curt Basina

Bayfield County Forest Stewardship Grant

Project Number 1

T.51N R.4W S.30 Town of Russell



to protect hands.

CTERIAL

causing
triclosan.
Leaves
plus the
condition



ODY

Melts snow and ice day and night. It contains a "Thermal Booster" to allow it to work up to three times faster than ordinary ice melts. Also contains corrosion inhibitor and anti-caking agent. Each granule is a complete blend of ice melting ingredients. Contains no harmful chemicals.

MARC 9 SALT NEUTRALIZER

MARC Salt Neutralizer is a concentrated liquid which neutralizes and breaks apart white salt film on equipment and other surfaces, allowing it to be easily rinsed away. It helps protect against rust and corrosion.



203.00 5 GAL
1-30 1/10 OR 12



\$ 203.00 - 5 GAL pail

deletes ^{TP} 1/12

EASIDLY can go to 1/30

Town of Russell, Bayfield County, WI
PETTY CASH POLICY AND PROCEDURES

(Draft 02/11/25)

1. Petty Cash is not to exceed \$300 and is to be used for small purchases to vendors where we do not have accounts or vendors who need cash on delivery. No purchases are to be made in excess of the issued amount. The town is tax exempt; therefore tax should not be paid.
2. These funds will not be utilized to pay for services, outside of a declared emergency.
3. The balance of cash and receipts to remain at \$300 at all times.
4. Cash and receipts are to be kept in a locked box and box is to be kept in a safe or locked filing cabinet.
5. Only the Town Clerk/Treasurer and Deputy Clerk have access to the cashbox.
6. When cash is disbursed, a slip should be filled out and placed in the cashbox indicating the date, to whom the money was given, and the total given. When the actual slip comes back, the estimated one should be destroyed. All invoices and petty cash slips are to remain in the cashbox, ensuring that the balance of cash, invoices and estimate slips equal the amount originally issued.
7. No cashing of checks is permitted.
8. Cashbox is to be reconciled by the Town Clerk/Treasurer quarterly - at a minimum. Reconciliation procedures shall include:
 - Counting of cash and receipts
 - Submission of invoices for payment processing as necessary for replenishment. Invoices shall be charged to the appropriate expenditure accounts. Replenishment shall be provided by check as required. The check should be cashed and cash returned to the cashbox.
 - Any shortage shall immediately be reported to the Town Chairman.
9. Cashbox is subject to audit at any time by the town Clerk/Treasurer or outside auditors.
10. The Town Clerk/Treasurer will return money to the Town General Checking if ending tenure in that position.

**TOWN OF RUSSELL
CLERK/TREASURER REPORT**

January 1, 2025 to January 31, 2025

BANK BALANCES

			Previous		Current		Change
Bremer General Checking	1/31/2025	\$	13,728.62	\$	29,061.89	\$	15,333.27
Cash	1/31/2025	\$	-	\$	-	\$	-
NSB Money Market	1/31/2025	\$	438,368.94	\$	445,987.60	\$	7,618.66
Bremer Investors	1/31/2025	\$	239,902.38	\$	500,635.97	\$	260,733.59
Totals		\$	692,587.96	\$	975,685.46	\$	283,685.52

DISBURSEMENTS

			1/31/2025
Cleared checks & Transfers		\$	357,796.21
Checks written		\$	38,095.25
Range	22037		22077

BUDGETS vs ACTUAL

		Jan 2025		Y-T-D		Budget	% of Budget
Income	\$	180,857	\$	611,375	\$	545,425	112%
Expense	\$	26,135	\$	486,786	\$	652,393	75%
Balance	\$	154,722	\$	124,589	\$	(106,968)	
		Previous Mo.		Current		Change	
Accts Recv	\$	8,076.71	\$	-	\$	(8,076.71)	
Accts Pay	\$	-	\$	12,213.05	\$	12,213.05	

BUDGET EXPLANATIONS

1. Tax collections settled for Dec 2023
2. Cash includes Bremer Elderly Housing Grant \$150,000 of restricted funds.
3. Cash includes \$35,000 WHEDA restricted Elderly Housing funds.
4. Cash includes ARRP Grant Funds of \$104,717 received in 2021 & 2022
5. ARRP Grant expenditures (\$17,700 security systems and \$34,192 marina study)

Signed Clerk/Treasure - Jeffrey A. Benton

APPROVED BY BOARD OF SUPERVISORS

Date 14-Jan-25

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Profit & Loss [Budget Analysis]

January 2025

2/9/2025

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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Intergovernmental Revenues				
State Shared Revenues	\$0.00	\$174,298.00	(\$174,298.00)	(100.0%)
Property Tax Income - Levy	\$141,815.72	\$132,755.00	\$9,060.72	6.8%
Exempt Computer Aid	\$0.00	\$4.00	(\$4.00)	(100.0%)
Personal Propert Aids	\$0.00	\$175.00	(\$175.00)	(100.0%)
State Road Aids	\$17,859.63	\$72,915.00	(\$55,055.37)	(75.5%)
RC Tribe Extrodinary Rd Srvc	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
State Excise Fuel Tax Refund	\$0.00	\$690.00	(\$690.00)	(100.0%)
State Sales Tax Retained	\$0.00	\$80.00	(\$80.00)	(100.0%)
Fire Dues / Insurance Revenue	\$0.00	\$1,398.00	(\$1,398.00)	(100.0%)
PILT 70.113	\$0.00	\$7.00	(\$7.00)	(100.0%)
CF FC MFL Pymnts	\$20,450.52	\$4,995.00	\$15,455.52	309.4%
County Timber Sales	\$0.00	\$10,000.00	(\$10,000.00)	(100.0%)
Managed Forest- FC Tax Revenue	\$0.00	\$5,230.00	(\$5,230.00)	(100.0%)
Other Intergovmntal Revenues	\$0.00	\$820.00	(\$820.00)	(100.0%)
DNR Recycling Grant-Flow Thru	\$0.00	\$9,019.00	(\$9,019.00)	(100.0%)
County Forest Road Grants	\$0.00	\$5,500.00	(\$5,500.00)	(100.0%)
Total Intergovernmental Revenues	\$180,125.87	\$420,886.00	(\$240,760.13)	(57.2%)
Licenses & Permits				
Alcohol Licenses	\$0.00	\$2,925.00	(\$2,925.00)	(100.0%)
Operators Licenses	\$0.00	\$975.00	(\$975.00)	(100.0%)
Tobacco Licenses	\$0.00	\$300.00	(\$300.00)	(100.0%)
Alcohol Lic Publication Fees	\$0.00	\$165.00	(\$165.00)	(100.0%)
Dog Licenses	\$0.00	\$26.00	(\$26.00)	(100.0%)
Total Licenses & Permits	\$0.00	\$4,391.00	(\$4,391.00)	(100.0%)
Public Charges / Services				
Snow Plowing	\$0.00	\$17,300.00	(\$17,300.00)	(100.0%)
Community Center Hall Rental	\$150.00	\$2,000.00	(\$1,850.00)	(92.5%)
Total Public Charges / Services	\$150.00	\$19,300.00	(\$19,150.00)	(99.2%)
Little Sand Bay Rec Area				
Campground	\$0.00	\$75,000.00	(\$75,000.00)	(100.0%)
Boat Ramp	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
Boat Ramp Seasonal	\$0.00	\$1,800.00	(\$1,800.00)	(100.0%)
Ice Sales	\$0.00	\$3,100.00	(\$3,100.00)	(100.0%)
Shower Fees	\$0.00	\$1,600.00	(\$1,600.00)	(100.0%)
Reservation Fees	\$0.00	\$9,100.00	(\$9,100.00)	(100.0%)
Wood Sales	\$0.00	\$6,500.00	(\$6,500.00)	(100.0%)
Earned Interest Income	\$464.23	\$2,200.00	(\$1,735.77)	(78.9%)
Fines, Forfeitures, Judgements	\$62.52	\$0.00	\$62.52	NA
Capital Credits	\$0.00	\$2,700.00	(\$2,700.00)	(100.0%)
Refunds	\$518.34	\$0.00	\$518.34	NA
Total Income	\$181,320.96	\$549,577.00	(\$368,256.04)	(67.0%)
Expenses				
Cultural & Recreation Expenses				
Campground Expenses				
Repairs & Maintenance LSB	\$0.00	\$9,000.00	(\$9,000.00)	(100.0%)
Supplies LSB	\$74.99	\$800.00	(\$725.01)	(90.6%)
Firewood	\$0.00	\$4,600.00	(\$4,600.00)	(100.0%)
Ice Purchases	\$0.00	\$2,100.00	(\$2,100.00)	(100.0%)
LSB Promotional Exp	\$0.00	\$560.00	(\$560.00)	(100.0%)
Reservation Services LSB	\$562.04	\$15,000.00	(\$14,437.96)	(96.3%)
Host Services LSB	\$0.00	\$1,000.00	(\$1,000.00)	(100.0%)
Wages Campground Attendants	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
Payroll Tax Expense - Campgrnd	\$0.00	\$477.00	(\$477.00)	(100.0%)
License Renewal LSB	\$0.00	\$350.00	(\$350.00)	(100.0%)
LSB - Telephone/Internet	\$86.21	\$1,600.00	(\$1,513.79)	(94.6%)
LSB Garbage	\$0.00	\$7,000.00	(\$7,000.00)	(100.0%)

Town of Russell

Profit & Loss [Budget Analysis]

January 2025

2/9/2025
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	Selected Period	Budgeted	\$ Difference	% Difference
LSB - Electric	\$47.92	\$4,200.00	(\$4,152.08)	(98.9%)
LSB - Septic Pumping	\$0.00	\$290.00	(\$290.00)	(100.0%)
Signs LSB	\$0.00	\$150.00	(\$150.00)	(100.0%)
Camping Fee Refunds	\$0.00	\$1,200.00	(\$1,200.00)	(100.0%)
Total Campground Expenses	\$771.16	\$51,327.00	(\$50,555.84)	(98.5%)
Total Cultural & Recreation Expenses	\$771.16	\$51,327.00	(\$50,555.84)	(98.5%)
General Government Expenses				
Clerk / Treasurer Expenses				
Wages & Salaries Clerk/Deputy	\$1,126.12	\$29,972.00	(\$28,845.88)	(96.2%)
Payroll Tax Exp - Clerk/Deputy	\$239.48	\$4,496.00	(\$4,256.52)	(94.7%)
Clerk Mileage and Expenses	\$0.00	\$1,600.00	(\$1,600.00)	(100.0%)
Office Supplies	\$113.41	\$1,000.00	(\$886.59)	(88.7%)
Computer & Software Expense	\$52.20	\$2,100.00	(\$2,047.80)	(97.5%)
Checks Forms Envelopes	\$0.00	\$600.00	(\$600.00)	(100.0%)
Website Expenses	\$0.00	\$1,500.00	(\$1,500.00)	(100.0%)
Copier- Printing Expense	\$0.00	\$1,500.00	(\$1,500.00)	(100.0%)
Telephone-Internet	\$122.23	\$1,200.00	(\$1,077.77)	(89.8%)
Bank Fees & Charges	\$6.00	\$100.00	(\$94.00)	(94.0%)
Postage & Delivery Expense	\$543.98	\$2,500.00	(\$1,956.02)	(78.2%)
Training & Training Expense	\$0.00	\$105.00	(\$105.00)	(100.0%)
Discounts & Late Fees	(\$2.52)	\$0.00	(\$2.52)	NA
Total Clerk / Treasurer Expenses	\$2,200.90	\$46,673.00	(\$44,472.10)	(95.3%)
Board Member Expenses				
Stipends Board	\$0.00	\$11,820.00	(\$11,820.00)	(100.0%)
Payroll Tax Expenses - Board	\$0.00	\$904.00	(\$904.00)	(100.0%)
Board Training & Expenses	\$0.00	\$100.00	(\$100.00)	(100.0%)
Total Board Member Expenses	\$0.00	\$12,824.00	(\$12,824.00)	(100.0%)
Town Garage Expenses				
License and Fees - TG	\$0.00	\$40.00	(\$40.00)	(100.0%)
Repairs & Maintenance - TG	\$1,166.21	\$3,000.00	(\$1,833.79)	(61.1%)
Supplies - TG	\$380.80	\$500.00	(\$119.20)	(23.8%)
Electric - TG	\$1,205.14	\$3,000.00	(\$1,794.86)	(59.8%)
Propane - TG	\$0.00	\$5,400.00	(\$5,400.00)	(100.0%)
Garbage - TG	\$0.00	\$200.00	(\$200.00)	(100.0%)
Security - TG	\$0.00	\$600.00	(\$600.00)	(100.0%)
Septic Service TG	\$140.00	\$8,900.00	(\$8,760.00)	(98.4%)
Pest Control TG	\$0.00	\$400.00	(\$400.00)	(100.0%)
Total Town Garage Expenses	\$2,892.15	\$22,040.00	(\$19,147.85)	(86.9%)
Community Center				
Supplies - CC	\$64.88	\$600.00	(\$535.12)	(89.2%)
Repairs and Maintenance - CC	\$6.49	\$3,000.00	(\$2,993.51)	(99.8%)
Telephone - CC	\$112.59	\$1,630.00	(\$1,517.41)	(93.1%)
Electric - CC	\$243.50	\$2,400.00	(\$2,156.50)	(89.9%)
Propane - CC	\$0.00	\$4,200.00	(\$4,200.00)	(100.0%)
Security - CC	\$0.00	\$1,000.00	(\$1,000.00)	(100.0%)
Pest Control - CC	\$0.00	\$400.00	(\$400.00)	(100.0%)
License & Fees - CC	\$0.00	\$400.00	(\$400.00)	(100.0%)
Promo & Advertising CC	\$0.00	\$320.00	(\$320.00)	(100.0%)
Total Community Center	\$427.46	\$13,950.00	(\$13,522.54)	(96.9%)
Total General Government Expenses	\$5,520.51	\$95,487.00	(\$89,966.49)	(94.2%)
Assessor Exp				
Assessor Contract Fees	\$0.00	\$8,742.00	(\$8,742.00)	(100.0%)
Assessor Supplies Postage	\$0.00	\$30.00	(\$30.00)	(100.0%)
Total Assessor Exp	\$0.00	\$8,772.00	(\$8,772.00)	(100.0%)
General Township Expenses				
General Town Expenses	\$100.53	\$5,000.00	(\$4,899.47)	(98.0%)
Loan Payments	\$5,592.12	\$74,675.00	(\$69,082.88)	(92.5%)
Property Tax Refunds	\$62.34	\$0.00	\$62.34	NA
Recycling Contribution	\$0.00	\$1,144.00	(\$1,144.00)	(100.0%)
BRB Recycling Grant Flow Thru	\$0.00	\$8,961.00	(\$8,961.00)	(100.0%)
Bus/Prop/Liab Insurance	\$0.00	\$11,400.00	(\$11,400.00)	(100.0%)
Legal / Professional Fees	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)

Town of Russell

Profit & Loss [Budget Analysis]

January 2025

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	Selected Period	Budgeted	\$ Difference	% Difference
Legal Advertising & Fees	\$0.00	\$1,100.00	(\$1,100.00)	(100.0%)
Town Audit	\$0.00	\$6,000.00	(\$6,000.00)	(100.0%)
Service Fees - Credit Cards	\$0.00	\$200.00	(\$200.00)	(100.0%)
Total General Township Expenses	<u>\$5,754.99</u>	<u>\$112,480.00</u>	<u>(\$106,725.01)</u>	<u>(94.9%)</u>
Election Expenses				
Election Ads, Printing, Misc	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)
Election Wages & Salaries	\$0.00	\$6,200.00	(\$6,200.00)	(100.0%)
Total Election Expenses	<u>\$0.00</u>	<u>\$10,200.00</u>	<u>(\$10,200.00)</u>	<u>(100.0%)</u>
Public Works				
Road Maintenance Expense				
Diesel Fuel	\$1,719.41	\$35,000.00	(\$33,280.59)	(95.1%)
Gasoline	\$0.00	\$4,200.00	(\$4,200.00)	(100.0%)
Sand - Pit Run	\$0.00	\$3,500.00	(\$3,500.00)	(100.0%)
Gravel	\$0.00	\$20,000.00	(\$20,000.00)	(100.0%)
Salt	\$0.00	\$7,000.00	(\$7,000.00)	(100.0%)
Patching & Crack Sealing	\$0.00	\$4,500.00	(\$4,500.00)	(100.0%)
Line Painting & Marking	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)
Dust Control Materials	\$0.00	\$3,600.00	(\$3,600.00)	(100.0%)
Union Meal-Clothing Expense	\$0.00	\$1,460.00	(\$1,460.00)	(100.0%)
Road Signs	\$0.00	\$250.00	(\$250.00)	(100.0%)
Employee Bonus	\$0.00	\$750.00	(\$750.00)	(100.0%)
Advertising / Notices/Printing	\$0.00	\$150.00	(\$150.00)	(100.0%)
Employee Drug - CDL Checks	\$149.00	\$130.00	\$19.00	14.6%
Education / Training	\$0.00	\$230.00	(\$230.00)	(100.0%)
Repair Parts	\$0.00	\$20,000.00	(\$20,000.00)	(100.0%)
Repair Services	\$0.00	\$5,000.00	(\$5,000.00)	(100.0%)
Small Tools & Equipment	\$0.00	\$550.00	(\$550.00)	(100.0%)
Shop Materials & Fastners	\$0.00	\$2,400.00	(\$2,400.00)	(100.0%)
Telephone Service - TG	\$122.22	\$1,200.00	(\$1,077.78)	(89.8%)
Total Road Maintenance Expense	<u>\$1,990.63</u>	<u>\$113,920.00</u>	<u>(\$111,929.37)</u>	<u>(98.3%)</u>
Direct Road Maintenance				
Wages & Salaries	\$11,385.61	\$124,000.00	(\$112,614.39)	(90.8%)
Payroll Tax Expenses - Roads	\$718.19	\$9,672.00	(\$8,953.81)	(92.6%)
Employee Pension	\$0.00	\$5,469.00	(\$5,469.00)	(100.0%)
Employee Health Insurance	\$0.00	\$21,829.00	(\$21,829.00)	(100.0%)
Unemployment Insurance	\$0.00	\$4,400.00	(\$4,400.00)	(100.0%)
Workman's Comp Insurance	\$0.00	\$3,600.00	(\$3,600.00)	(100.0%)
Total Direct Road Maintenance	<u>\$12,103.80</u>	<u>\$168,970.00</u>	<u>(\$156,866.20)</u>	<u>(92.8%)</u>
Total Public Works	<u>\$14,094.43</u>	<u>\$282,890.00</u>	<u>(\$268,795.57)</u>	<u>(95.0%)</u>
Public Safety				
Ambulance Services	\$0.00	\$26,414.00	(\$26,414.00)	(100.0%)
Fire Department Services	\$0.00	\$32,178.00	(\$32,178.00)	(100.0%)
Total Public Safety	<u>\$0.00</u>	<u>\$58,592.00</u>	<u>(\$58,592.00)</u>	<u>(100.0%)</u>
Total Expenses	<u>\$26,141.09</u>	<u>\$619,748.00</u>	<u>(\$593,606.91)</u>	<u>(95.8%)</u>
Operating Profit	<u>\$155,179.87</u>	<u>(\$70,171.00)</u>	<u>\$225,350.87</u>	<u>321.1%</u>
Other Income				
Property Tax Income	\$187,806.86	\$0.00	\$187,806.86	NA
Total Other Income	<u>\$187,806.86</u>	<u>\$0.00</u>	<u>\$187,806.86</u>	<u>NA</u>
Other Expenses				
Cty-Sch-State Prpty Tax Paymnt	\$19,113.50	\$0.00	\$19,113.50	NA
Bank Error	\$35.00	\$0.00	\$35.00	NA
Total Other Expenses	<u>\$19,148.50</u>	<u>\$0.00</u>	<u>\$19,148.50</u>	<u>NA</u>
Net Profit/(Loss)	<u>\$323,838.23</u>	<u>(\$70,171.00)</u>	<u>\$394,009.23</u>	<u>561.5%</u>

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Profit & Loss [Budget Analysis]

January 2025-February 2025

2/9/2025
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	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Intergovernmental Revenues				
State Shared Revenues	\$0.00	\$174,298.00	(\$174,298.00)	(100.0%)
Property Tax Income - Levy	\$141,815.72	\$132,755.00	\$9,060.72	6.8%
Exempt Computer Aid	\$0.00	\$4.00	(\$4.00)	(100.0%)
Personal Propert Aids	\$0.00	\$175.00	(\$175.00)	(100.0%)
State Road Aids	\$17,859.63	\$72,915.00	(\$55,055.37)	(75.5%)
RC Tribe Extrodinary Rd Srvc	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
State Excise Fuel Tax Refund	\$0.00	\$690.00	(\$690.00)	(100.0%)
State Sales Tax Retained	\$0.00	\$80.00	(\$80.00)	(100.0%)
Fire Dues / Insurance Revenue	\$0.00	\$1,398.00	(\$1,398.00)	(100.0%)
PILT 70.113	\$0.00	\$7.00	(\$7.00)	(100.0%)
CF FC MFL Pymnts	\$20,450.52	\$4,995.00	\$15,455.52	309.4%
County Timber Sales	\$0.00	\$10,000.00	(\$10,000.00)	(100.0%)
Managed Forest- FC Tax Revenue	\$0.00	\$5,230.00	(\$5,230.00)	(100.0%)
Other Intergovmntal Revenues	\$0.00	\$820.00	(\$820.00)	(100.0%)
DNR Recycling Grant-Flow Thru	\$0.00	\$9,019.00	(\$9,019.00)	(100.0%)
County Forest Road Grants	\$0.00	\$5,500.00	(\$5,500.00)	(100.0%)
Total Intergovernmental Revenues	\$180,125.87	\$420,886.00	(\$240,760.13)	(57.2%)
Licenses & Permits				
Alcohol Licenses	\$0.00	\$2,925.00	(\$2,925.00)	(100.0%)
Operators Licenses	\$0.00	\$975.00	(\$975.00)	(100.0%)
Tobacco Licenses	\$0.00	\$300.00	(\$300.00)	(100.0%)
Alcohol Lic Publication Fees	\$0.00	\$165.00	(\$165.00)	(100.0%)
Dog Licenses	\$0.00	\$26.00	(\$26.00)	(100.0%)
Total Licenses & Permits	\$0.00	\$4,391.00	(\$4,391.00)	(100.0%)
Public Charges / Services				
Snow Plowing	\$0.00	\$17,300.00	(\$17,300.00)	(100.0%)
Community Center Hall Rental	\$150.00	\$2,000.00	(\$1,850.00)	(92.5%)
Total Public Charges / Services	\$150.00	\$19,300.00	(\$19,150.00)	(99.2%)
Little Sand Bay Rec Area				
Campground	\$0.00	\$75,000.00	(\$75,000.00)	(100.0%)
Boat Ramp	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
Boat Ramp Seasonal	\$0.00	\$1,800.00	(\$1,800.00)	(100.0%)
Ice Sales	\$0.00	\$3,100.00	(\$3,100.00)	(100.0%)
Shower Fees	\$0.00	\$1,600.00	(\$1,600.00)	(100.0%)
Reservation Fees	\$0.00	\$9,100.00	(\$9,100.00)	(100.0%)
Wood Sales	\$0.00	\$6,500.00	(\$6,500.00)	(100.0%)
Earned Interest Income	\$464.23	\$2,200.00	(\$1,735.77)	(78.9%)
Fines, Forfeitures, Judgements	\$62.52	\$0.00	\$62.52	NA
Capital Credits	\$0.00	\$2,700.00	(\$2,700.00)	(100.0%)
Refunds	\$518.34	\$0.00	\$518.34	NA
Total Income	\$181,320.96	\$549,577.00	(\$368,256.04)	(67.0%)
Expenses				
Cultural & Recreation Expenses				
Campground Expenses				
Repairs & Maintenance LSB	\$0.00	\$9,000.00	(\$9,000.00)	(100.0%)
Supplies LSB	\$74.99	\$800.00	(\$725.01)	(90.6%)
Firewood	\$0.00	\$4,600.00	(\$4,600.00)	(100.0%)
Ice Purchases	\$0.00	\$2,100.00	(\$2,100.00)	(100.0%)
LSB Promotional Exp	\$0.00	\$560.00	(\$560.00)	(100.0%)
Reservation Services LSB	\$562.04	\$15,000.00	(\$14,437.96)	(96.3%)
Host Services LSB	\$0.00	\$1,000.00	(\$1,000.00)	(100.0%)
Wages Campground Attendants	\$0.00	\$3,000.00	(\$3,000.00)	(100.0%)
Payroll Tax Expense - Campgrnd	\$0.00	\$477.00	(\$477.00)	(100.0%)
License Renewal LSB	\$0.00	\$350.00	(\$350.00)	(100.0%)
LSB - Telephone/Internet	\$86.21	\$1,600.00	(\$1,513.79)	(94.6%)
LSB Garbage	\$0.00	\$7,000.00	(\$7,000.00)	(100.0%)

Town of Russell

Profit & Loss [Budget Analysis]

January 2025-February 2025

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	Selected Period	Budgeted	\$ Difference	% Difference
LSB - Electric	\$47.92	\$4,200.00	(\$4,152.08)	(98.9%)
LSB - Septic Pumping	\$0.00	\$290.00	(\$290.00)	(100.0%)
Signs LSB	\$0.00	\$150.00	(\$150.00)	(100.0%)
Camping Fee Refunds	\$0.00	\$1,200.00	(\$1,200.00)	(100.0%)
Total Campground Expenses	\$771.16	\$51,327.00	(\$50,555.84)	(98.5%)
Total Cultural & Recreation Expenses	\$771.16	\$51,327.00	(\$50,555.84)	(98.5%)
General Government Expenses				
Clerk / Treasurer Expenses				
Wages & Salaries Clerk/Deputy	\$1,126.12	\$29,972.00	(\$28,845.88)	(96.2%)
Payroll Tax Exp - Clerk/Deputy	\$239.48	\$4,496.00	(\$4,256.52)	(94.7%)
Clerk Mileage and Expenses	\$0.00	\$1,600.00	(\$1,600.00)	(100.0%)
Office Supplies	\$113.41	\$1,000.00	(\$886.59)	(88.7%)
Computer & Software Expense	\$157.69	\$2,100.00	(\$1,942.31)	(92.5%)
Checks Forms Envelopes	\$0.00	\$600.00	(\$600.00)	(100.0%)
Website Expenses	\$0.00	\$1,500.00	(\$1,500.00)	(100.0%)
Copier- Printing Expense	\$0.00	\$1,500.00	(\$1,500.00)	(100.0%)
Telephone-Internet	\$122.23	\$1,200.00	(\$1,077.77)	(89.8%)
Bank Fees & Charges	\$6.00	\$100.00	(\$94.00)	(94.0%)
Postage & Delivery Expense	\$543.98	\$2,500.00	(\$1,956.02)	(78.2%)
Training & Training Expense	\$0.00	\$105.00	(\$105.00)	(100.0%)
Discounts & Late Fees	(\$5.35)	\$0.00	(\$5.35)	NA
Total Clerk / Treasurer Expenses	\$2,303.56	\$46,673.00	(\$44,369.44)	(95.1%)
Board Member Expenses				
Stipends Board	\$0.00	\$11,820.00	(\$11,820.00)	(100.0%)
Payroll Tax Expenses - Board	\$0.00	\$904.00	(\$904.00)	(100.0%)
Board Training & Expenses	\$0.00	\$100.00	(\$100.00)	(100.0%)
Total Board Member Expenses	\$0.00	\$12,824.00	(\$12,824.00)	(100.0%)
Town Garage Expenses				
License and Fees - TG	\$0.00	\$40.00	(\$40.00)	(100.0%)
Repairs & Maintenance - TG	\$1,372.34	\$3,000.00	(\$1,627.66)	(54.3%)
Supplies - TG	\$380.80	\$500.00	(\$119.20)	(23.8%)
Electric - TG	\$1,205.14	\$3,000.00	(\$1,794.86)	(59.8%)
Propane - TG	\$0.00	\$5,400.00	(\$5,400.00)	(100.0%)
Garbage - TG	\$105.00	\$200.00	(\$95.00)	(47.5%)
Security - TG	\$600.00	\$600.00	\$0.00	0.0%
Septic Service TG	\$140.00	\$8,900.00	(\$8,760.00)	(98.4%)
Pest Control TG	\$0.00	\$400.00	(\$400.00)	(100.0%)
Total Town Garage Expenses	\$3,803.28	\$22,040.00	(\$18,236.72)	(82.7%)
Community Center				
Supplies - CC	\$64.88	\$600.00	(\$535.12)	(89.2%)
Repairs and Maintenance - CC	\$8.45	\$3,000.00	(\$2,991.55)	(99.7%)
Telephone - CC	\$112.59	\$1,630.00	(\$1,517.41)	(93.1%)
Electric - CC	\$243.50	\$2,400.00	(\$2,156.50)	(89.9%)
Propane - CC	\$0.00	\$4,200.00	(\$4,200.00)	(100.0%)
Security - CC	\$600.00	\$1,000.00	(\$400.00)	(40.0%)
Pest Control - CC	\$0.00	\$400.00	(\$400.00)	(100.0%)
Garbage - CC	\$15.00	\$0.00	\$15.00	NA
License & Fees - CC	\$0.00	\$400.00	(\$400.00)	(100.0%)
Promo & Advertising CC	\$0.00	\$320.00	(\$320.00)	(100.0%)
Total Community Center	\$1,044.42	\$13,950.00	(\$12,905.58)	(92.5%)
Total General Government Expenses	\$7,151.26	\$95,487.00	(\$88,335.74)	(92.5%)
Assessor Exp				
Assessor Contract Fees	\$0.00	\$8,742.00	(\$8,742.00)	(100.0%)
Assessor Supplies Postage	\$0.00	\$30.00	(\$30.00)	(100.0%)
Total Assessor Exp	\$0.00	\$8,772.00	(\$8,772.00)	(100.0%)
General Township Expenses				
General Town Expenses	\$100.53	\$5,000.00	(\$4,899.47)	(98.0%)
Loan Payments	\$9,806.36	\$74,675.00	(\$64,868.64)	(86.9%)
Property Tax Refunds	\$62.34	\$0.00	\$62.34	NA
Recycling Contribution	\$0.00	\$1,144.00	(\$1,144.00)	(100.0%)
Dog License Fees	(\$130.00)	\$0.00	(\$130.00)	NA
BRB Recycling Grant Flow Thru	\$0.00	\$8,961.00	(\$8,961.00)	(100.0%)

Town of Russell

Profit & Loss [Budget Analysis]

January 2025-February 2025

2/9/2025
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	Selected Period	Budgeted	\$ Difference	% Difference
Bus/Prop/Liab Insurance	\$0.00	\$11,400.00	(\$11,400.00)	(100.0%)
Legal / Professional Fees	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)
Legal Advertising & Fees	\$0.00	\$1,100.00	(\$1,100.00)	(100.0%)
Town Audit	\$0.00	\$6,000.00	(\$6,000.00)	(100.0%)
Service Fees - Credit Cards	\$0.00	\$200.00	(\$200.00)	(100.0%)
Total General Township Expenses	<u>\$9,839.23</u>	<u>\$112,480.00</u>	<u>(\$102,640.77)</u>	<u>(91.3%)</u>
Election Expenses				
Election Ads, Printing, Misc	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)
Election Wages & Salaries	\$0.00	\$6,200.00	(\$6,200.00)	(100.0%)
Total Election Expenses	<u>\$0.00</u>	<u>\$10,200.00</u>	<u>(\$10,200.00)</u>	<u>(100.0%)</u>
Public Works				
Road Maintenance Expense				
Diesel Fuel	\$3,330.95	\$35,000.00	(\$31,669.05)	(90.5%)
Gasoline	\$460.50	\$4,200.00	(\$3,739.50)	(89.0%)
Sand - Pit Run	\$0.00	\$3,500.00	(\$3,500.00)	(100.0%)
Gravel	\$0.00	\$20,000.00	(\$20,000.00)	(100.0%)
Salt	\$0.00	\$7,000.00	(\$7,000.00)	(100.0%)
Patching & Crack Sealing	\$0.00	\$4,500.00	(\$4,500.00)	(100.0%)
Line Painting & Marking	\$0.00	\$4,000.00	(\$4,000.00)	(100.0%)
Dust Control Materials	\$0.00	\$3,600.00	(\$3,600.00)	(100.0%)
Union Meal-Clothing Expense	\$0.00	\$1,460.00	(\$1,460.00)	(100.0%)
Road Signs	\$0.00	\$250.00	(\$250.00)	(100.0%)
Employee Bonus	\$0.00	\$750.00	(\$750.00)	(100.0%)
Advertising / Notices/Printing	\$0.00	\$150.00	(\$150.00)	(100.0%)
Employee Drug - CDL Checks	\$149.00	\$130.00	\$19.00	14.6%
Education / Training	\$0.00	\$230.00	(\$230.00)	(100.0%)
Repair Parts	\$0.00	\$20,000.00	(\$20,000.00)	(100.0%)
Repair Services	\$0.00	\$5,000.00	(\$5,000.00)	(100.0%)
Small Tools & Equipment	\$0.00	\$550.00	(\$550.00)	(100.0%)
Shop Materials & Fastners	\$0.00	\$2,400.00	(\$2,400.00)	(100.0%)
Telephone Service - TG	\$122.22	\$1,200.00	(\$1,077.78)	(89.8%)
Total Road Maintenance Expense	<u>\$4,062.67</u>	<u>\$113,920.00</u>	<u>(\$109,857.33)</u>	<u>(96.4%)</u>
Direct Road Maintenance				
Wages & Salaries	\$11,385.61	\$124,000.00	(\$112,614.39)	(90.8%)
Payroll Tax Expenses - Roads	\$718.19	\$9,672.00	(\$8,953.81)	(92.6%)
Employee Pension	\$0.00	\$5,469.00	(\$5,469.00)	(100.0%)
Employee Health Insurance	\$0.00	\$21,829.00	(\$21,829.00)	(100.0%)
Unemployment Insurance	\$0.00	\$4,400.00	(\$4,400.00)	(100.0%)
Workman's Comp Insurance	\$397.00	\$3,600.00	(\$3,203.00)	(89.0%)
Total Direct Road Maintenance	<u>\$12,500.80</u>	<u>\$168,970.00</u>	<u>(\$156,469.20)</u>	<u>(92.6%)</u>
Total Public Works	<u>\$16,563.47</u>	<u>\$282,890.00</u>	<u>(\$266,326.53)</u>	<u>(94.1%)</u>
Public Safety				
Ambulance Services	\$0.00	\$26,414.00	(\$26,414.00)	(100.0%)
Fire Department Services	\$0.00	\$32,178.00	(\$32,178.00)	(100.0%)
Total Public Safety	<u>\$0.00</u>	<u>\$58,592.00</u>	<u>(\$58,592.00)</u>	<u>(100.0%)</u>
Total Expenses	<u>\$34,325.12</u>	<u>\$619,748.00</u>	<u>(\$585,422.88)</u>	<u>(94.5%)</u>
Operating Profit	<u>\$146,995.84</u>	<u>(\$70,171.00)</u>	<u>\$217,166.84</u>	<u>309.5%</u>
Other Income				
Property Tax Income	\$286,469.56	\$0.00	\$286,469.56	NA
Total Other Income	<u>\$286,469.56</u>	<u>\$0.00</u>	<u>\$286,469.56</u>	<u>NA</u>
Other Expenses				
Cty-Sch-State Prpty Tax Paymnt	\$19,113.50	\$0.00	\$19,113.50	NA
Bank Error	\$35.00	\$0.00	\$35.00	NA
Total Other Expenses	<u>\$19,148.50</u>	<u>\$0.00</u>	<u>\$19,148.50</u>	<u>NA</u>
Net Profit/(Loss)	<u>\$414,316.90</u>	<u>(\$70,171.00)</u>	<u>\$484,487.90</u>	<u>690.4%</u>

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Aged Receivables [Summary]

2/9/2025

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Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Blodgett, Tim & Cindy	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00
Fangman, John & Vickie	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00
Kent, Bob	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00
Legendary Waters Resort	(\$67.00)	\$0.00	\$0.00	\$0.00	(\$67.00)
LSB Boat Ramp	\$163.00	\$0.00	\$0.00	\$0.00	\$163.00
LSB Campground	\$4,580.00	\$0.00	\$0.00	\$0.00	\$4,580.00
LSB Reservations	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Lunde, Barbara	(\$10.00)	\$0.00	\$0.00	\$0.00	(\$10.00)
Red Cliff Tribal Council	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
Red Cliff Tribal Road Maint	\$2,806.19	\$0.00	\$0.00	\$0.00	\$2,806.19
Sandstrom, Nancy or Step	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00
Tribovich Construction LLC	\$11.52	\$0.00	\$0.00	\$0.00	\$11.52
Tyrrell, Lucy	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00
Wagner, Pete & Julia	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00
Zemke, Dean	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00
Total:	\$8,196.71	\$120.00	\$0.00	\$0.00	\$8,076.71
Aging Percent:		1.5%	0.0%	0.0%	98.5%

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Aged Payables [Summary]

2/9/2025

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Name	Total Due	0 - 30	31 - 60	61 - 90	90+
APG Media of WI	\$16.03	\$0.00	\$0.00	\$0.00	\$16.03
Bayfield Electric Cooperativ	\$561.67	\$0.00	\$0.00	\$0.00	\$561.67
BRB Recycling Authority	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00
Bremer Bank	\$3,160.68	\$3,160.68	\$0.00	\$0.00	\$0.00
Chicago Iron & Supplies	(\$106.20)	\$0.00	\$0.00	\$0.00	(\$106.20)
Gabris, John A	\$68.00	\$0.00	\$0.00	\$0.00	\$68.00
Menards	(\$302.97)	\$0.00	\$0.00	\$0.00	(\$302.97)
Midland Services	(\$4,070.93)	\$0.00	\$0.00	\$0.00	(\$4,070.93)
PowerPlan	(\$56.52)	\$0.00	\$0.00	\$0.00	(\$56.52)
Rural Mutual Insurance Co	\$16,032.00	\$0.00	\$0.00	\$0.00	\$16,032.00
Total:	\$15,421.76	\$3,280.68	\$0.00	\$0.00	\$12,141.08
Aging Percent:		21.3%	0.0%	0.0%	78.7%

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Purchases [Vendor Detail]

January 2025

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ID#	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Aatrix eFile System				*None			
00024407	1/24/2025		6-2705	Aatrix eFile	\$72.54		Closed
00024408	1/27/2025		6-2705	Aatrix eFile for 2024 W2s	\$27.99		Closed
				Aatrix eFile System Total:	\$100.53		
Account Edge Forms				*None			
00024395	1/9/2025		6-2128	Accountedge	\$52.20		Closed
				Account Edge Forms Total:	\$52.20		
Amazon.com				*None			
00024388	1/9/2025		6-2440	Calendars	\$23.83		Closed
00024389	1/9/2025		6-2440	Garbage bags / waste toner Ca	\$81.32		Closed
00024401	1/17/2025		6-2510	Community Center Toilet Pape	\$64.88		Closed
00024402	1/17/2025		6-2440	TG Office Supplies	\$80.75		Closed
00024403	1/17/2025		6-2440	TG Office Supplies	\$73.99		Closed
00024412	1/29/2025		6-2127	Office supplies - Keyboard/mo	\$67.11		Closed
00024413	1/29/2025		6-2127	Office supplies - Toilet Paper D	\$46.30		Closed
				Amazon.com Total:	\$438.18		
Bayfield Ace Hardware				*None			
00024380	1/6/2025		6-2440	Town Garage Supplies	\$62.95		Closed
				Bayfield Ace Hardware Total:	\$62.95		
Bayfield County Treasurer				*None			
00024382	1/6/2025		9-1000	January Tax settlement	\$5,093.45		Closed
				Bayfield County Treasurer Total:	\$5,093.45		
Bayfield Electric Cooperative				*None			
00024409	1/28/2025		6-2450	Garage - Reading from 12/01/	\$1,205.14		Closed
00024410	1/28/2025		6-2530	CC - Reading from 12/01/24 -	\$243.50		Closed
00024411	1/28/2025		6-1502	LSB - Reading from 12/01/202	\$47.92		Closed
				Bayfield Electric Cooperative Total:	\$1,496.56		
Bayfield Lumber and Supply				*None			
00024420	1/29/2025		6-2520	Toggle Bolts and Liquid Nails	\$6.49		Closed
				Bayfield Lumber and Supply Total:	\$6.49		
Bayfield School District				*None			
00024387	1/6/2025		9-1000	January Tax Settlement	\$13,663.82		Closed
				Bayfield School District Total:	\$13,663.82		
Birch Street Excavating				*None			
00024416	1/29/2025		6-2454	Invoice #32249 - Holding Tank	\$140.00		Closed
				Birch Street Excavating Total:	\$140.00		
Bremer Bank				*None			
00024390	1/9/2025		6-2706	Turner Rd Loan	\$1,053.56		Closed
00024399	1/12/2025		6-2706	10 year loan	\$4,410.55		Closed
				Bremer Bank Total:	\$5,464.11		

Purchases [Vendor Detail]

January 2025

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ID#	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Brightspeed 00024391	1/9/2025		6-2133	TG Clerk	\$122.23		Closed
00024391	1/9/2025		6-5851	TG Road	\$122.22		Closed
00024392	1/9/2025		6-2529	Community Center	\$112.59		Closed
00024393	1/9/2025		6-1500	LSB Reservations	\$86.21		Closed
00024394	1/9/2025		6-1300	LSB Host	\$62.04		Closed
Brightspeed Total:					\$505.29		
Compliance Regulatory Service Inc. 00024405	1/24/2025		6-5615	Annual Drug Program Admin F	\$149.00		Closed
Compliance Regulatory Service Inc. Total:					\$149.00		
DWD-UI 00024398	1/10/2025		2-3400	4th quarter Unemployment Ins	\$1,257.80		Closed
DWD-UI Total:					\$1,257.80		
L&M Fleet Supply 00024421	1/29/2025		6-2430	Repair supplies	\$32.77		Closed
L&M Fleet Supply Total:					\$32.77		
Meierotto, Judith 00024400	1/16/2025		6-1300	draw on reservation services o	\$500.00		Closed
Meierotto, Judith Total:					\$500.00		
Midland Services 00024414	1/29/2025		6-5225	12/19/2024 - Ticket 197494 WI	\$594.78		Closed
00024414	1/29/2025		6-5225	12/26/2024 - Ticket 197268 WI	\$1,124.63		Closed
Midland Services Total:					\$1,719.41		
MILLER, JEFFREY M 00024422	1/29/2025		6-2708	REFUND FOR TAX OVERPAY	\$62.34		Closed
MILLER, JEFFREY M Total:					\$62.34		
Napa Auto Parts 00024379	1/6/2025		6-2440	Diesel Fuel Additive	\$57.96		Closed
00024419	1/29/2025		6-2430	93506 STR -35 w wash	\$34.14		Closed
Napa Auto Parts Total:					\$92.10		
Northern State Bank 00024385	1/6/2025		6-2706	Last payment on Ford Pickup	\$128.01		Closed
Northern State Bank Total:					\$128.01		
Northland Fire & Safety, Inc. 00024418	1/29/2025		6-2430	Jan 2025 annual service	\$434.00		Closed
Northland Fire & Safety, Inc. Total:					\$434.00		
Northwood Technical College 00024383	1/6/2025		9-1000	January Tax Settlement	\$356.23		Closed
Northwood Technical College Total:					\$356.23		
Omer Nelson Electric, Inc. 00024415	1/29/2025		6-1200	Telephone for LSB Reservatio	\$74.99		Closed

Purchases [Vendor Detail]

January 2025

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ID#	Date	Quantity	Item/Acct	Description	Amount	Tax	Status
Omer Nelson Electric, Inc.				*None			
Omer Nelson Electric, Inc. Total:					\$74.99		
Pitney Bowes				*None			
00024396	1/10/2025		6-2150	Activity Fee	\$41.99		Closed
00024417	1/29/2025		6-2150	Activity Charge	\$41.99		Closed
Pitney Bowes Total:					\$83.98		
Pitney Bowes Postage				*None			
00024386	1/6/2025		6-2150	Postage Refills on 12/18 & 19	\$400.00		Closed
Pitney Bowes Postage Total:					\$400.00		
Rob's Snowplow Sales & Service, LLC				*None			
00024381	1/6/2025		6-2430	Cuttingedge half forms - snow	\$665.30		Closed
Rob's Snowplow Sales & Service, LLC Total:					\$665.30		
U.S. Postal Service				*None			
00024378	1/6/2025		6-2150	Po box 79 6 mo fee	\$60.00		Closed
U.S. Postal Service Total:					\$60.00		
United States Treasury				*None			
00024404	1/24/2025		2-9100	2024 Quarter 4 941 payment	\$130.11		Closed
00024406	1/24/2025		2-9100	IRS Tax Payment - Dec 2024	\$4,216.89		Closed
United States Treasury Total:					\$4,347.00		
WI Dept of Revenue				*None			
00024397	1/10/2025		2-3300	WI Withholding Tax	\$632.79		Closed
WI Dept of Revenue Total:					\$632.79		
Grand Total:					<u>\$38,019.30</u>		

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Cash Receipts Journal

1/1/2025 To 1/31/2025

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ID#	Acct#	Account Name	Debit	Credit	Job No.
CR	1/3/2025	Payment; Tax Payers			
CR008797	1-1050	Cash on Hand	\$39,350.26		
CR008797	1-1200	Accounts Receivable		\$39,350.26	
CR	1/3/2025	Bank Deposit			
CR008798	1-1100	General Checking Account Bre	\$39,350.26		
CR008798	1-1050	Cash on Hand		\$39,350.26	
CR	1/7/2025	State of Wisconsin DOC for 00010507			
CR008799	1-1050	Cash on Hand	\$39.15		
CR008799	1-1200	Accounts Receivable		\$39.15	
CR	1/7/2025	WI Dept of Corrections for 00010508			
CR008800	1-1050	Cash on Hand	\$23.37		
CR008800	1-1200	Accounts Receivable		\$23.37	
CR	1/7/2025	Jacobson, Jessica for 00010509			
CR008801	1-1050	Cash on Hand	\$31.65		
CR008801	1-1200	Accounts Receivable		\$31.65	
CR	1/7/2025	Blanche, Audra for 00010510			
CR008802	1-1050	Cash on Hand	\$31.65		
CR008802	1-1200	Accounts Receivable		\$31.65	
CR	1/7/2025	Blanche, Audra for 00010511			
CR008803	1-1050	Cash on Hand	\$31.65		
CR008803	1-1200	Accounts Receivable		\$31.65	
CR	1/7/2025	Blanche, Audra for 00010512			
CR008804	1-1050	Cash on Hand	\$63.30		
CR008804	1-1200	Accounts Receivable		\$63.30	
CR	1/9/2025	Tracfone for 00010513			
CR008805	1-1100	General Checking Account Bre	\$518.34		
CR008805	1-1200	Accounts Receivable		\$518.34	
CR	1/9/2025	WI Dept. of Transportation for 00010514			
CR008806	1-1100	General Checking Account Bre	\$17,859.63		
CR008806	1-1200	Accounts Receivable		\$17,859.63	
CR	1/15/2025	Payment; Tax Payers			
CR008807	1-1050	Cash on Hand	\$141,603.56		
CR008807	1-1200	Accounts Receivable		\$141,603.56	
CR	1/15/2025	Bank Deposit			
CR008808	1-1100	General Checking Account Bre	\$141,603.56		
CR008808	1-1050	Cash on Hand		\$141,603.56	
CR	1/16/2025	Payment; Bayfield County Forestry			
CR008809	1-1050	Cash on Hand	\$20,450.52		
CR008809	1-1200	Accounts Receivable		\$20,450.52	
CR	1/16/2025	Bank Deposit			
CR008810	1-1100	General Checking Account Bre	\$21,071.29		
CR008810	1-1050	Cash on Hand		\$400.00	
CR008810	1-1050	Cash on Hand		\$39.15	
CR008810	1-1050	Cash on Hand		\$23.37	
CR008810	1-1050	Cash on Hand		\$31.65	
CR008810	1-1050	Cash on Hand		\$31.65	
CR008810	1-1050	Cash on Hand		\$31.65	
CR008810	1-1050	Cash on Hand		\$31.65	
CR008810	1-1050	Cash on Hand		\$63.30	

Cash Receipts Journal

1/1/2025 To 1/31/2025

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	ID#	Acct#	Account Name	Debit	Credit	Job No.
CR	1/16/2025	Bank Deposit				
	CR008810	1-1050	Cash on Hand		\$20,450.52	
CR	1/29/2025	Payment; Tax Payers				
	CR008811	1-1100	General Checking Account Bre	\$90,243.86		
	CR008811	1-1200	Accounts Receivable		\$90,243.86	
CR	1/29/2025	Payment; Tax Payers				
	CR008812	1-1100	General Checking Account Bre	\$51,571.86		
	CR008812	1-1200	Accounts Receivable		\$51,571.86	
CR	1/30/2025	Payment; Tax Payers				
	CR008813	1-1100	General Checking Account Bre	\$6,853.04		
	CR008813	1-1200	Accounts Receivable		\$6,853.04	
CR	1/31/2025					
	IE013125	1-1150	Freedom Investors Bremer	\$256.00		
	IE013125	4-5100	Earned Interest Income		\$256.00	
CR	1/31/2025					
	IE013125	1-1120	NSB Money Market Account	\$208.23		
	IE013125	4-5100	Earned Interest Income		\$208.23	
Grand Total:				<u>\$571,161.18</u>	<u>\$571,161.18</u>	

Town of Russell

35900 State Highway 13
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Bank Register

1/1/2025 To 1/31/2025

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ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1050	Cash on Hand					
CR008797	CR	1/3/2025	Payment; Tax Payers	\$39,350.26		\$37,635.04
CR008798	CR	1/3/2025	Bank Deposit		\$39,350.26	(\$1,715.22)
CR008799	CR	1/7/2025	State of Wisconsin DOC fo	\$39.15		(\$1,676.07)
CR008800	CR	1/7/2025	WI Dept of Corrections for	\$23.37		(\$1,652.70)
CR008801	CR	1/7/2025	Jacobson, Jessica for 0001	\$31.65		(\$1,621.05)
CR008802	CR	1/7/2025	Blanche, Audra for 000105	\$31.65		(\$1,589.40)
CR008803	CR	1/7/2025	Blanche, Audra for 000105	\$31.65		(\$1,557.75)
CR008804	CR	1/7/2025	Blanche, Audra for 000105	\$63.30		(\$1,494.45)
CR008807	CR	1/15/2025	Payment; Tax Payers	\$141,603.56		\$140,109.11
CR008808	CR	1/15/2025	Bank Deposit		\$141,603.56	(\$1,494.45)
CR008809	CR	1/16/2025	Payment; Bayfield County	\$20,450.52		\$18,956.07
CR008810	CR	1/16/2025	Bank Deposit		\$400.00	\$18,556.07
CR008810	CR	1/16/2025	Bank Deposit		\$39.15	\$18,516.92
CR008810	CR	1/16/2025	Bank Deposit		\$23.37	\$18,493.55
CR008810	CR	1/16/2025	Bank Deposit		\$31.65	\$18,461.90
CR008810	CR	1/16/2025	Bank Deposit		\$31.65	\$18,430.25
CR008810	CR	1/16/2025	Bank Deposit		\$31.65	\$18,398.60
CR008810	CR	1/16/2025	Bank Deposit		\$63.30	\$18,335.30
CR008810	CR	1/16/2025	Bank Deposit		\$20,450.52	(\$2,115.22)
				\$201,625.11	\$202,025.11	
1-1100	General Checking Account Brema					
EFT	CD	1/2/2025	Payment; Bremer Bank		\$1,053.56	\$7,788.56
CR008798	CR	1/3/2025	Bank Deposit	\$39,350.26		\$47,138.82
22054	CD	1/6/2025	Payment; Bayfield School		\$13,663.82	\$33,475.00
22055	CD	1/6/2025	Payment; Northwood Tech		\$356.23	\$33,118.77
22056	CD	1/6/2025	Payment; Bayfield County		\$5,093.45	\$28,025.32
22057	CD	1/6/2025	Payment; Rob's Snowplow		\$665.30	\$27,360.02
22058	CD	1/6/2025	Payment; Bayfield Ace Har		\$60.43	\$27,299.59
22059	CD	1/6/2025	Payment; Napa Auto Parts		\$57.96	\$27,241.63
22060	CD	1/6/2025	Payment; U.S. Postal Servi		\$60.00	\$27,181.63
EFT	CD	1/6/2025	Payment; Pitney Bowes Po		\$400.00	\$26,781.63
EFT	CD	1/9/2025	Payment; Brightspeed		\$244.45	\$26,537.18
EFT	CD	1/9/2025	Payment; Brightspeed		\$112.59	\$26,424.59
EFT	CD	1/9/2025	Payment; Brightspeed		\$86.21	\$26,338.38
EFT	CD	1/9/2025	Payment; Brightspeed		\$62.04	\$26,276.34
EFT	CD	1/9/2025	Payment; Account Edge Fo		\$52.20	\$26,224.14
TR000483	CD	1/9/2025	Money Transfer		\$38,000.00	(\$11,775.86)
CR008805	CR	1/9/2025	Tracfone for 00010513	\$518.34		(\$11,257.52)
CR008806	CR	1/9/2025	WI Dept. of Transportation	\$17,859.63		\$6,602.11
EFT	CD	1/10/2025	Payment; Pitney Bowes		\$41.99	\$6,560.12
EFT	CD	1/10/2025	Payment; WI Dept of Reve		\$632.79	\$5,927.33
EFT	CD	1/10/2025	Payment; DWD-UI		\$1,257.80	\$4,669.53
22061	CD	1/13/2025	Carol Anderson		\$780.54	\$3,888.99
22062	CD	1/13/2025	Paycheck		\$134.08	\$3,754.91
22063	CD	1/13/2025	Paycheck		\$1,506.36	\$2,248.55
22064	CD	1/13/2025	Paycheck		\$1,404.72	\$843.83
22065	CD	1/13/2025	Paycheck		\$221.00	\$622.83
22066	CD	1/13/2025	Paycheck		\$153.93	\$468.90
22067	CD	1/13/2025	Timothy J Meierotto		\$55.84	\$413.06
CR008808	CR	1/15/2025	Bank Deposit	\$141,603.56		\$142,016.62
22068	CD	1/16/2025	Payment; Meierotto, Judith		\$500.00	\$141,516.62
EFT	CD	1/16/2025	Payment; Bremer Bank		\$4,410.55	\$137,106.07
TR000481	CD	1/16/2025	Money Transfer		\$116,000.00	\$21,106.07
CR008810	CR	1/16/2025	Bank Deposit	\$21,071.29		\$42,177.36
EFT	CD	1/17/2025	Payment; Amazon.com		\$71.97	\$42,105.39
EFT	CD	1/17/2025	Payment; Amazon.com		\$64.88	\$42,040.51
EFT	CD	1/17/2025	Payment; Amazon.com		\$80.75	\$41,959.76

Bank Register

1/1/2025 To 1/31/2025

2/9/2025
1:21:03 PM

ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	Balance
1-1100	General Checking Account Brema					
EFT	CD	1/17/2025	Payment; Amazon.com		\$73.99	\$41,885.77
TR000482	CD	1/17/2025	Money Transfer		\$20,300.00	\$21,585.77
EFT	CD	1/21/2025	Payment; United States Tr		\$4,216.89	\$17,368.88
22069	CD	1/24/2025	Payment; United States Tr		\$130.11	\$17,238.77
22070	CD	1/24/2025	Payment; Compliance Reg		\$149.00	\$17,089.77
EFT	CD	1/24/2025	Payment; Aatrix eFile Syste		\$72.54	\$17,017.23
EFT	CD	1/24/2025	Payment; Aatrix eFile Syste		\$27.99	\$16,989.24
SC013125	CD	1/24/2025			\$6.00	\$16,983.24
22071	CD	1/27/2025	Carol Anderson		\$917.19	\$16,066.05
22072	CD	1/27/2025	Paycheck		\$463.80	\$15,602.25
22073	CD	1/27/2025	Paycheck		\$1,690.50	\$13,911.75
22074	CD	1/27/2025	Paycheck		\$1,727.54	\$12,184.21
22075	CD	1/27/2025	Paycheck		\$201.64	\$11,982.57
22076	CD	1/27/2025	Paycheck		\$141.23	\$11,841.34
22077	CD	1/27/2025	Timothy J Meierotto		\$524.97	\$11,316.37
EFT	CD	1/28/2025	Payment; Bayfield Electric		\$1,205.14	\$10,111.23
EFT	CD	1/28/2025	Payment; Bayfield Electric		\$243.50	\$9,867.73
EFT	CD	1/28/2025	Payment; Bayfield Electric		\$47.92	\$9,819.81
22078	CD	1/29/2025	Payment; Midland Services		\$1,719.41	\$8,100.40
22079	CD	1/29/2025	Payment; Omer Nelson Ele		\$74.99	\$8,025.41
22080	CD	1/29/2025	Payment; MILLER, JEFFR		\$62.34	\$7,963.07
22082	CD	1/29/2025	Payment; Birch Street Exca		\$140.00	\$7,823.07
22083	CD	1/29/2025	Payment; Pitney Bowes		\$41.99	\$7,781.08
22084	CD	1/29/2025	Payment; Northland Fire &		\$434.00	\$7,347.08
22085	CD	1/29/2025	Payment; Napa Auto Parts		\$34.14	\$7,312.94
22086	CD	1/29/2025	Payment; Bayfield Lumber		\$6.49	\$7,306.45
22087	CD	1/29/2025	Payment; L&M Fleet Suppl		\$32.77	\$7,273.68
EFT	CD	1/29/2025	Payment; Amazon.com		\$67.11	\$7,206.57
EFT	CD	1/29/2025	Payment; Amazon.com		\$46.30	\$7,160.27
CR008811	CR	1/29/2025	Payment; Tax Payers	\$90,243.86		\$97,404.13
CR008812	CR	1/29/2025	Payment; Tax Payers	\$51,571.86		\$148,975.99
TR000484	CD	1/30/2025	Money Transfer		\$131,000.00	\$17,975.99
CR008813	CR	1/30/2025	Payment; Tax Payers	\$6,853.04		\$24,829.03
SC013125	CD	1/31/2025	Overdraft Fee		\$35.00	\$24,794.03
				\$369,071.84	\$353,119.93	
1-1120	NSB Money Market Account					
23	CD	1/6/2025	Payment; Northern State B		\$128.01	\$438,368.94
IE013125	CR	1/31/2025		\$208.23		\$438,577.17
				\$208.23	\$128.01	
1-1150	Freedom Investors Bremer					
TR000483	CD	1/9/2025	Money Transfer	\$38,000.00		\$239,902.38
TR000481	CD	1/16/2025	Money Transfer	\$116,000.00		\$355,902.38
TR000482	CD	1/17/2025	Money Transfer	\$20,300.00		\$376,202.38
TR000484	CD	1/30/2025	Money Transfer	\$131,000.00		\$507,202.38
IE013125	CR	1/31/2025		\$256.00		\$507,458.38
				\$305,556.00	\$0.00	

Town of Russell

35900 State Highway 13
Bayfield, WI 54814

Reconciliation Report

2/7/2025

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ID#	Date	Memo/Payee	Deposit	Withdrawal
Checking Account: 1-1100 General Checking Account Breme				
Date of Bank Statement: 1/31/2025				
Last Reconciled: 12/31/2024				
Last Reconciled Balance: \$17,977.99				
Cleared Checks				
EFT	4/25/2024	Voided; Payment; APG Media		\$0.00
eft	6/1/2024	Voided; Amazon.com		\$0.00
EFT	7/8/2024	Voided; Payment; Amazon.co		\$0.00
EFT	7/8/2024	Voided; Payment; Bayfield Rur		\$0.00
EFT	8/20/2024	Voided; Payment; Bayfield Rur		\$0.00
22037	12/23/2024	Payment; ES & S		\$540.02
22038	12/23/2024	Payment; Bayfield Lumber and		\$3.60
22039	12/23/2024	Payment; Auto Value Ashland		\$22.50
22040	12/23/2024	Payment; Waste Management		\$117.69
22041	12/23/2024	Payment; Bayfield Ace Hardwa		\$55.56
22043	12/23/2024	Payment; Trusty Trucking		\$3,955.60
22044	12/26/2024	Payment; Bayfield County Cler		\$443.35
22046	12/26/2024	Payment; Town Web Design L		\$1,549.00
22047	12/30/2024	Carol Anderson		\$738.35
22048	12/30/2024	Paycheck		\$147.82
GJ001477	12/31/2024	FY 2024 year end adjustment		\$191.73
21852	12/31/2024	Voided; Payment; Gabris, John		\$0.00
EFT	1/2/2025	Payment; Bremer Bank		\$1,053.56
22054	1/6/2025	Payment; Bayfield School Distr		\$13,663.82
22055	1/6/2025	Payment; Northwood Technical		\$356.23
22056	1/6/2025	Payment; Bayfield County Trea		\$5,093.45
22057	1/6/2025	Payment; Rob's Snowplow Sal		\$665.30
22058	1/6/2025	Payment; Bayfield Ace Hardwa		\$60.43
22059	1/6/2025	Payment; Napa Auto Parts		\$57.96
22060	1/6/2025	Payment; U.S. Postal Service		\$60.00
EFT	1/6/2025	Payment; Pitney Bowes Postag		\$400.00
EFT	1/9/2025	Payment; Brightspeed		\$244.45
EFT	1/9/2025	Payment; Brightspeed		\$112.59
EFT	1/9/2025	Payment; Brightspeed		\$86.21
EFT	1/9/2025	Payment; Brightspeed		\$62.04
EFT	1/9/2025	Payment; Account Edge Forms		\$52.20
TR000483	1/9/2025	Money Transfer		\$38,000.00
EFT	1/10/2025	Payment; Pitney Bowes		\$41.99
EFT	1/10/2025	Payment; WI Dept of Revenue		\$632.79
EFT	1/10/2025	Payment; DWD-UI		\$1,257.80
22061	1/13/2025	Carol Anderson		\$780.54
22062	1/13/2025	Paycheck		\$134.08
22063	1/13/2025	Paycheck		\$1,506.36
22064	1/13/2025	Paycheck		\$1,404.72
22065	1/13/2025	Paycheck		\$221.00
22066	1/13/2025	Paycheck		\$153.93
22067	1/13/2025	Timothy J Meierotto		\$55.84
22068	1/16/2025	Payment; Meierotto, Judith		\$500.00
EFT	1/16/2025	Payment; Bremer Bank		\$4,410.55
TR000481	1/16/2025	Money Transfer		\$116,000.00
EFT	1/17/2025	Payment; Amazon.com		\$64.88
EFT	1/17/2025	Payment; Amazon.com		\$73.99
EFT	1/17/2025	Payment; Amazon.com		\$80.75
TR000482	1/17/2025	Money Transfer		\$20,300.00
EFT	1/21/2025	Payment; United States Treasu		\$4,216.89
EFT	1/24/2025	Payment; Aatrix eFile System		\$27.99
EFT	1/24/2025	Payment; Aatrix eFile System		\$72.54
SC013125	1/24/2025			\$6.00
22071	1/27/2025	Carol Anderson		\$917.19

Town of Russell

Reconciliation Report

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ID#	Date	Memo/Payee	Deposit	Withdrawal
Checking Account: 1-1100 General Checking Account Breme				
Date of Bank Statement: 1/31/2025				
Last Reconciled: 12/31/2024				
Last Reconciled Balance: \$17,977.99				
Cleared Checks				
22072	1/27/2025	Paycheck		\$463.80
22073	1/27/2025	Paycheck		\$1,690.50
22074	1/27/2025	Paycheck		\$1,727.54
22075	1/27/2025	Paycheck		\$201.64
22076	1/27/2025	Paycheck		\$141.23
22077	1/27/2025	Timothy J Meierotto		\$524.97
EFT	1/28/2025	Payment; Bayfield Electric Coo		\$243.50
EFT	1/28/2025	Payment; Bayfield Electric Coo		\$47.92
EFT	1/28/2025	Payment; Bayfield Electric Coo		\$1,205.14
EFT	1/29/2025	Payment; Amazon.com		\$46.30
EFT	1/29/2025	Payment; Amazon.com		\$67.11
TR000484	1/30/2025	Money Transfer		\$131,000.00
SC013125	1/31/2025	Overdraft Fee		\$35.00
Total:			\$0.00	\$357,987.94
Cleared Deposits				
CR008798	1/3/2025	Bank Deposit	\$39,350.26	
CR008805	1/9/2025	Tracfone for 00010513	\$518.34	
CR008806	1/9/2025	WI Dept. of Transportation for	\$17,859.63	
CR008808	1/15/2025	Bank Deposit	\$141,603.56	
CR008810	1/16/2025	Bank Deposit	\$21,071.29	
CR008811	1/29/2025	Payment; Tax Payers	\$90,243.86	
CR008812	1/29/2025	Payment; Tax Payers	\$51,571.86	
CR008813	1/30/2025	Payment; Tax Payers	\$6,853.04	
Total:			\$369,071.84	\$0.00
Outstanding Checks				
21677	3/4/2024	Paycheck		\$920.45
21787	6/10/2024	Paycheck		\$450.20
CD000020	12/31/2024	Reversal; 21677; 12/31/2024		\$920.45
EFT	1/17/2025	Payment; Amazon.com		\$71.97
22069	1/24/2025	Payment; United States Treasu		\$130.11
22070	1/24/2025	Payment; Compliance Regulat		\$149.00
22078	1/29/2025	Payment; Midland Services		\$1,719.41
22079	1/29/2025	Payment; Omer Nelson Electri		\$74.99
22080	1/29/2025	Payment; MILLER, JEFFREY		\$62.34
22082	1/29/2025	Payment; Birch Street Excavati		\$140.00
22083	1/29/2025	Payment; Pitney Bowes		\$41.99
22084	1/29/2025	Payment; Northland Fire & Saf		\$434.00
22085	1/29/2025	Payment; Napa Auto Parts		\$34.14
22086	1/29/2025	Payment; Bayfield Lumber and		\$6.49
22087	1/29/2025	Payment; L&M Fleet Supply		\$32.77
Total:			\$0.00	\$5,188.31
Outstanding Deposits				
21677	12/31/2024	Reversal; 21677; 1/9/2025	\$920.45	

Town of Russell

Reconciliation Report

2/7/2025
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ID#	Date	Memo/Payee	Deposit	Withdrawal	
Checking Account:	1-1100	General Checking Account Breme			
Date of Bank Statement:	1/31/2025				
Last Reconciled:	12/31/2024				
Last Reconciled Balance:	\$17,977.99				
Outstanding Deposits					
			Total:	\$920.45	\$0.00

Reconciliation

AccountEdge Pro Balance on 1/31/2025:	\$24,794.03
Add: Outstanding Checks:	\$5,188.31
Subtotal:	\$29,982.34
Deduct: Outstanding Deposits:	\$920.45
Expected Balance on Statement:	\$29,061.89