

AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

Date and Time: Tuesday, December 8, 2015, **6:00 P.M.**
Location: Council Chambers, 135 4th Street, Baraboo
Members Noticed: Joel Petty, Scott Sloan, Dennis Thurow
Others Noticed: Department Heads (*agenda only*), E. Geick, C. Giese, M. Palm, M. Reitz, P. Wedekind, Dean Tracy White, (UW-BSC), John Alt, Post at Library, & Media

1. **Call to Order –**
 - Note compliance with Open Meeting Law.
 - Approve agenda.
 - Approve November 24, 2015 minutes.
2. **Accounts Payable** – Review and recommendation on paying \$ 466,400.72 *
3. **BID Assessments** - Review and recommendation of proposed 2016 BID Assessments. *
4. **1203 Oak Street** – Review concept plan for elimination of neighborhood blight problem.
5. **Employee Handbook** – Review and recommendation for new policy on Donated Leave.
6. **Committee Comments**
7. **Adjournment**

Joel Petty, Chairperson

Agenda prepared by D. Munz & posted on 12/04/2015

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 135 4th Street, or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission, or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Sloan and Thurow

Absent: none

Others Present: C. Giese, E. Geick, W. Petersen, T. Pinion and others

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of November 10, 2015. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for **\$705,077.96**. Motion carried unanimously.

Alma Waite Budget – The committee reviewed the proposed Alma Waite budget for 2016, recommending the contribution to Concerts on the Square in the amount of \$9877. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Sanitary Sewer Utility – Wade Petersen presented the 2016 budget noting a 1% increase for city customers and 1.5% increase for rural customers. The total budget is \$1,393,511 and capital projects were reviewed including Hwy W and capital equipment. Moved by Sloan seconded by Thurow and carried to recommend to Council for action.

Water Utility Budget– Wade Petersen presented the 2016 budget noting a 3% increase in water rates. Big projects are main replacements on Hwy W, near Circus World and on 4th Street. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Storm Water Utility – Tom Pinion recapped the stormwater projects for 2016, dredging a pond, and installations in conjunction with street projects. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Airport Budget –Cheryl Giese explained the Airport Budget for 2016 and covered the major project of designing the runway reconstruction. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Tax Levy – Ed Geick explained the tax levy was unchanged from the workshop several weeks ago. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Architectural Firms – Tom Pinion explained that proposals were accepted for architectural design of the proposed Public Safety building. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Budget Amendments – The Committee reviewed the 3rd quarter budget amendments. Moved by Thurow, seconded by Sloan and carried to recommend to Council for action.

Concerts on the Square – Moved by Sloan, seconded by Thurow and carried to recommend to Council for action, the request of Gerald Stich for \$9877 for the Concerts on the Square.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:30 p.m.

Cheryl Giese, Clerk-Finance Director

A/P CHECK REGISTER REPORT

Date: 11/30/2015

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Check #	Check Date	Vendor Name	Account Number	Check Amount
Invoice Number	Invoice Date	Invoice Description		
922	11/30/15	ELEMENT PAYMENT SERVICES, INC.		\$36.67
10/2015	10/31/15	REC - OCT PAYMENT SERVICES	100-53-55300-00270-000	36.67
923	11/30/15	GREAT-WEST FINANCIAL		\$8,515.00
PR #23 2015	11/11/15	WI DEFERRED COMP CONTRIBU	100-00-00000-21570-000	4,282.50
PR #24 2015	11/25/15	WI DEFERRED COMP CONTRIBU	100-00-00000-21570-000	4,232.50
924	11/30/15	IRS (WITHHOLDING)		\$112,940.33
PR #22 2015	11/4/15	SOCIAL SECURITY & FEDERAL W	100-00-00000-21511-000	31,251.84
PR #22 2015	11/4/15	SOCIAL SECURITY & FEDERAL W	100-00-00000-21512-000	21,020.02
PR #23 2015	11/18/15	SOCIAL SECURITY & FEDERAL W	100-00-00000-21511-000	36,357.18
PR #23 2015	11/18/15	SOCIAL SECURITY & FEDERAL W	100-00-00000-21512-000	24,311.29
925	11/30/15	PAYMENT SERVICE NETWORK INC		\$600.52
116689	11/3/15	TREAS - OCT ONLINE PAYMENT	100-11-51520-00290-000	471.95
116689	11/3/15	TREAS - OCT ONLINE PAYMENT	100-00-00000-21130-000	128.57
926	11/30/15	TASC		\$121.94
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-11-51420-00136-000	14.07
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-11-51520-00136-000	4.69
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-14-51400-00136-000	9.38
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-20-52110-00136-000	28.14
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-20-52120-00136-000	4.69
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-51-55110-00136-000	14.07
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-52-55200-00136-000	14.07
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-31-53230-00136-000	4.69
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-00-00000-15980-000	4.69
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-30-53100-00136-000	4.69
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-00-00000-15610-000	3.90
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	100-00-00000-15640-000	13.30
IN681907	11/24/15	ADMINISTRATION FEE FOR DEC.	950-36-84000-00136-000	1.56
931	11/30/15	US BANK - ONE CARD		\$9,761.10
TAX REIMBUR	10/9/15	LIB - REIMBURSE SALES TAX	100-51-55110-00340-000	3.41
SOFTERWARE	10/10/15	LIB - DONOR SOFTWARE	100-51-55110-00311-000	58.00
GO TO MY PC	10/21/15	PRO 6 PC ANNUAL BILLING	100-20-52110-00250-000	198.00
GO TO MY PC	10/21/15	PRO 6 PC ANNUAL BILLING	100-10-51450-00250-000	198.00
GO TO MY PC	10/21/15	PRO 6 PC ANNUAL BILLING	100-21-52200-00250-000	99.00
GO TO MY PC	10/21/15	PRO 6 PC ANNUAL BILLING	970-37-93200-00250-000	99.00
FARM & FLE	9/30/15	MNC BLDG - DEWALT GRINDER	100-11-51610-00350-000	71.34
DELTA AIR 1	9/25/15	ADMIN-LUGGAGE FOR SEATTLE	100-14-51400-00320-000	50.00
VISTAPRINT 1	9/28/15	ADMIN - GEICK BUSINESS CARD	100-14-51400-00310-000	24.99
YELLOW TAX	10/1/15	ADMIN, GEICK - TAXI @ SEATTL	100-14-51400-00320-000	42.50
GEN MITCHEL	10/1/15	ADMIN, GEICK-PRKING @ MILW	100-14-51400-00320-000	78.00
SHERATON S	10/2/15	ADMIN GEICK-9/26-30 RM SEAT	100-14-51400-00320-000	1,595.70
WAL-MART (9/23/15	PD - CARSEATS	100-20-52120-00390-000	179.92
LEXIS NEXIS 1	9/30/15	PD - SEPT. MINIMUM BALANCE	100-20-52120-00270-000	50.00

347,736.08
 81,819.24
 30,286.03
 6,559.37
 466,400.72

A/P CHECK REGISTER REPORT

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Check #	Check Date	Vendor Name	Check Amount	
Invoice Number	Invoice Date	Invoice Description	Account Number	
WAL-MART (10/6/15	PD - BATTERIES, SUPPLIES	100-20-52110-00340-000	165.00
WAL-MART (10/6/15	PD - BATTERIES, SUPPLIES	100-20-52110-00240-000	19.55
FARM & FLE	10/22/15	PD - (2) BLACK CADDY	100-20-52110-00340-000	11.98
HAMPTON IN	9/23/15	PD - RINGELSTETTER RM CREDI	100-20-52110-00320-000	-82.00
AMAZON.CO	10/5/15	PD-(2) DIGITAL CAMERAS, MEMC AND BATTERIES	100-20-52120-00392-000	342.26
AMAZON.CO	10/5/15	PD-(2) DIGITAL CAMERAS, MEMC AND BATTERIES	100-20-52120-00340-000	126.95
LIGHT BULBS	10/20/15	PD - (2) 24 VOLT LED BULBS	100-20-52110-00340-000	18.88
HOLIDAY INN	10/2/15	PD, WICHNER-9/28-10/1 APPLETO	100-20-52110-00320-000	397.00
COUSIN SUBS	10/5/15	PD-MURDER WEAPON SEARCH M	100-20-52120-00390-000	59.89
PIZZA RANCH	10/8/15	PD-MURDER WEAPON SEARCH M	100-20-52120-00390-000	159.80
HOTEL MARS	10/23/15	PD J GILBERT-10/21-22 MARSHFL	100-20-52120-00320-000	140.00
HOTEL MARS	10/23/15	PD BROWNING-10/21&22 MARSHI	100-20-52120-00320-000	140.00
FARM & FLE	9/30/15	PW - TORCH & SUPPLIES	100-31-53240-00392-000	329.99
FARM & FLE	9/30/15	PW - TORCH & SUPPLIES	100-31-53240-00340-000	82.96
SHOP.GASTM	10/20/15	PW - BOREING MACHINE FOR S	100-31-53300-00364-000	114.52
HOTL MEAD &	9/25/15	FD, STIEVE-9/23 & 24 WI RAPIDS	100-21-52200-00320-000	154.00
DOMINOS PI	10/7/15	FD-MURDER WEAPON SEARCH M	100-21-52200-00390-000	59.90
WAL-MART (10/8/15	FD - HP INKS & CANDY	100-21-52200-00310-000	92.65
WAL-MART (10/8/15	FD - HP INKS & CANDY	100-21-52200-00320-000	7.54
WAL-MART (10/8/15	FD - HP INKS & CANDY	100-21-52200-00390-000	69.56
FARM & FLE	10/8/15	FD - SUPPLIES TO CLEAN TRUCK	100-21-52200-00340-000	32.92
NEATOS BAK	10/16/15	FD - TOWNS/VILLAGE BUDGET M	100-21-52200-00320-000	12.00
COFFEE BEA	10/16/15	FD - TOWNS/VILLAGES BUDGET	100-21-52200-00320-000	13.50
SKI HI FRUIT F	10/7/15	LIB SEG- '14 HOLIDAY BOOK SAL	850-51-55110-00300-000	20.00
FARM & FLE	10/12/15	LIB - KEYS & SOAP	100-51-55110-00350-000	14.84
VIKING EXPRI	10/5/15	LIB - BAKING SUPPLIES	100-51-55110-00391-000	9.74
WAL-MART (10/5/15	LIB SEG - SUPPLIES/EJK GRANT	100-51-55110-00391-000	8.46
WAL-MART (10/5/15	LIB SEG - SUPPLIES/EJK GRANT	850-51-55110-00300-000	21.93
AMAZON.CO	10/2/15	LIB - AV, BOOKS, POLISH	100-51-55110-00328-000	2,626.92
AMAZON.CO	10/2/15	LIB - AV, BOOKS, POLISH	100-51-55110-00324-000	143.90
AMAZON.CO	10/2/15	LIB - AV, BOOKS, POLISH	100-51-55110-00340-000	35.90
VILLAGE BOK	10/24/15	LIB SEG - (5) GIFT CERT./ELKS	850-51-55110-00300-000	25.00
BOOK WORL	10/24/15	LIB SEG - (5) GIFT CERT./ELKS	850-51-55110-00300-000	25.00
VIKING EXPRI	10/7/15	LIB - FUEL FOR CITY CAR	100-51-55110-00330-000	10.50
SIGNS.COM 10	9/29/15	CC-FIREARMS & FITNESS RM SI	100-52-55130-00350-000	213.12
COMPLIANCE	9/29/15	CC- AREA OF RESCUE ASST. SIGN	100-52-55130-00260-000	84.00
PRAIRIE NURS	9/30/15	PRKS-SEED FOR MAXWELL POT	100-52-55200-00377-000	782.25
FARM & FLE	10/1/15	CC-TOOL SET, PLIERS & WRNCH	100-52-55130-00392-000	250.84
PET WASTE E	10/9/15	PK-(8) NO DOGS ALLOWED SIGN	100-52-55200-00280-000	166.99
WSTMA 10/	10/14/15	PRKS WSTMA CREW WORKSHO	100-52-55200-00320-000	135.00
AMAZON CR	9/14/15	PD, J. GILBERT - UNIFORM TAX	100-20-52120-00346-000	5.22
AMAZON CR	9/14/15	PD, J. GILBERT - UNIFORM TAXE	100-00-00000-13100-000	-5.22
POLICESTOR	10/8/15	PD - CREDIT	100-20-52110-00340-000	-30.00
932	11/30/15	WI SCTF		\$876.90
PR #23 2015	11/12/15	CHILD SUPPORT WITHHOLDING	100-00-00000-21580-000	438.45
PR #24 2015	11/25/15	CHILD SUPPORT WITHHOLDING	100-00-00000-21580-000	438.45

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Check #	Check Date	Vendor Name	Account Number	Check Amount
Invoice Number	Invoice Date	Invoice Description		
933	11/30/15	WIS DEPT OF EMPLOYE TRUST		\$132,989.80
1215HLTH	11/24/15	DECEMBER 2015 HEALTH INS.	100-00-00000-21532-000	132,989.80
934	11/30/15	WIS DEPT OF REVENUE		\$20,598.30
PR #22 2015	11/13/15	WISCONSIN WITHHOLDING	100-00-00000-21513-000	9,372.91
PR #23 2015	11/30/15	WISCONSIN WITHHOLDING	100-00-00000-21513-000	10,742.18
OCTOBER 20	11/18/15	WI SALES & USE TAX RETURNS	100-00-00000-24213-000	217.91
OCTOBER 20	11/18/15	WI SALES & USE TAX RETURNS	940-00-00000-24213-000	42.18
PR #23 2015 P	11/10/15	PK - WAGE WITHHOLDING	100-00-00000-21580-000	223.12
935	11/30/15	WISCONSIN RETIREMENT SYSTEM		\$61,295.52
10/2015	11/30/15	OCTOBER 2015 RETIREMENT	100-00-00000-21520-000	61,295.52

Total Checks: 10 Grand Total: \$347,736.08

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

A/P CHECK REGISTER REPORT

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Check #	Check Date	Vendor Name	Check Amount
Invoice Number	Invoice Date	Invoice Description	Account Number
177268	12/4/15	A&A ENVIRONMENTAL, INC	\$2,380.00
5442	11/25/15	PK-Pumphouse Asbestos Abatemnt	2,380.00
177270	12/4/15	ALLIANT ENERGY	\$13,412.77
0693140000112	11/25/15	LIBE- GAS	22.92
7618340000112	11/25/15	LIBE- ELECTRIC AND GAS	279.78
7618340000112	11/25/15	LIBE- ELECTRIC AND GAS	12.69
5140750000112	11/25/15	PD- ELECTRIC GARAGE	71.26
0369820000112	11/25/15	PRKS- BROADWAY ELEC	18.77
1942130000112	11/24/15	PRKS- TENNIS COURT ELECTRIC	16.42
0919710000112	11/23/15	PRKS- PIERCE PARK ELEC	130.11
9120240000112	11/23/15	PRKS- WALNUST ST FIELD ELE	7.39
7372630000112	11/20/15	PRKS- WEBER PARK ELEC	7.27
2415240000112	11/23/15	FD- SIREN ELLIS AVE	1.21
2078220000112	11/23/15	FD- SIREN LANGE CT	1.21
2565450000111	11/17/15	PRKS- PARK VIEW DR. ELEC	13.05
1812530000111	11/17/15	PRKS- 15TH ST BLDG ELEC	16.00
2666340000111	11/11/15	PRKS- POOL ELEC/HEAT	44.54
2666340000111	11/11/15	PRKS- POOL ELEC/HEAT	61.51
3135750000112	11/25/15	PD- 120 5TH ST HEAT	32.09
7316830000111	11/19/15	FD- SIREN FOR MADISON ST	1.25
DEC 8, 2015	11/25/15	PW- TRAFFIC AND STREET LIGH	54.84
DEC 8, 2015	11/25/15	PW- TRAFFIC AND STREET LIGH	9,389.34
6710250000111	11/11/15	PW- SERVICE CENTER ELEC/HEA	1,714.83
6710250000111	11/11/15	PW- SERVICE CENTER ELEC/HEA	308.50
4988720000111	11/12/15	PRKS- CC SHARED SAVINGS HV	805.41
4988720000111	11/12/15	PRKS- CC SHARED SAVINGS HV	16.46
4765730000112	11/25/15	CLK- ELECTRIC AND HEAT CH	385.92
177271	12/4/15	AMERICAN PAYMENT CENTERS	\$87.00
15-11920	12/1/15	CLK- Dec- Feb Payment	29.00
15-11920	12/1/15	CLK- Dec- Feb Payment	58.00
177272	12/4/15	BADGER GRAPHIC SYSTEMS	\$327.89
0725254	11/10/15	CLK- TAX FORMS FOR 2015	327.89
177274	12/4/15	BARABOO DISTRICT AMBULANCE	\$300.00
10399	5/20/15	PD- BLOOD DRAW #1563	25.00
18873	11/1/15	PD- BLOOD DRAW #2681	25.00
19036	10/24/15	PD- BLOOD DRAW #2720	25.00
19039	10/25/15	PD- BLOOD DRAW #2703	25.00
19035	10/25/15	PD- BLOOD DRAW #2571	25.00
18826	10/1/15	PD- BLOOD DRAW #2524	25.00
19038	10/17/15	PD- BLOOD DRAW #2594	25.00
18841	10/15/15	PD- BLOOD DRAW #2548	25.00
09388	7/11/15	PD- BLOOD DRAW #2079	25.00
73214	7/19/15	PD- BLOOD DRAW #2099	25.00

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10493	7/11/15	PD- BLOOD DRAW #2080	25.00
15002Q	8/24/15	PD- BLOOD DRAW #2227	25.00
177275	12/4/15	BARABOO POWER EQUIPMENT LLC	\$80.98
12649	11/19/15	PK- ZOO SNOWBLOWER/GRASSH	80.98
177276	12/4/15	BARABOO TENT & AWNING, INC	\$54.71
11171502	11/17/15	FD- FIRE COAT VELCRO REPLAC	54.71
177277	12/4/15	BATTERY PRODUCTS, INC.	\$140.97
51860	11/20/15	FD- 3V LITHIUM BATTERIES 48	140.97
177278	12/4/15	BAYCOM INC.	\$253.00
EQUIPINV-000	11/16/15	PD- BROTHER PJ7 PRINTER	253.00
177279	12/4/15	BJ CLEANING INC	\$47.00
7068	11/30/15	LIBE- NOVEMBER CLEANING	47.00
177280	12/4/15	CANNON/PATRICK//	\$3,000.00
2015-11B	11/30/15	ADMIN- NOVEMBER	3,000.00
177281	12/4/15	CENTURYLINK	\$936.46
3012178591117	11/17/15	PARKS- PHONE USE	81.27
3012178591117	11/17/15	PARKS- PHONE USE	40.47
3012178591117	11/17/15	PARKS- PHONE USE	12.72
3012178591117	11/17/15	PARKS- PHONE USE	29.92
3012178591117	11/17/15	PARKS- PHONE USE	40.85
3013009631117	11/17/15	AIR- EMERGENCY PHONES	56.72
301217856 11/	11/17/15	CLK- CITY PHONES	12.73
301217856 11/	11/17/15	CLK- CITY PHONES	12.73
301217856 11/	11/17/15	CLK- CITY PHONES	140.00
301217856 11/	11/17/15	CLK- CITY PHONES	23.28
301217856 11/	11/17/15	CLK- CITY PHONES	19.09
301217856 11/	11/17/15	CLK- CITY PHONES	82.73
301217856 11/	11/17/15	CLK- CITY PHONES	31.82
301217856 11/	11/17/15	CLK- CITY PHONES	31.82
301217856 11/	11/17/15	CLK- CITY PHONES	127.27
301217856 11/	11/17/15	CLK- CITY PHONES	95.45
301217856 11/	11/17/15	CLK- CITY PHONES	25.45
301217856 11/	11/17/15	CLK- CITY PHONES	44.55
301217856 11/	11/17/15	CLK- CITY PHONES	27.59
177282	12/4/15	CITY OF MINNEAPOLIS	\$269.10
400413006445	11/13/15	PD- APS FOR OCTOBER 2015	269.10
177283	12/4/15	D.L. GASSER CONSTRUCTION, INC	\$40,268.40
5000015200	10/28/15	PW- ALLEY WORK	40,070.64
5000015130	10/19/15	PRKS- ZOO ASPHALT REPAIRS	197.76
177284	12/4/15	FASTENAL COMPANY	\$75.73
WIBAR181161	11/16/15	PW- WHEEL	29.25

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WIBAR181034	11/10/15	PW- JOBBER	100-31-53240-00340-000 7.18
WIBAR181177	11/16/15	PW- SCREWS	100-31-53240-00350-000 6.95
WIBAR180979	11/9/15	PRKS- AED BATTERY	100-52-55200-00340-000 32.35
177285	12/4/15	FRIE/DAVID//	\$186.21
11/11/15	11/11/15	PD- KOHLS/GNDR MTN SHIRTS	100-20-52120-00346-000 186.21
177286	12/4/15	GANDER MOUNTAIN	\$23.98
152-020-8462	11/20/15	PD- OAKESON SOCKS	100-20-52110-00346-000 23.98
177287	12/4/15	GAWRONSKI SIGNS	\$1,440.00
17442	11/23/15	PK - CC interior signs	100-52-55130-00260-000 1,440.00
177288	12/4/15	GERHARDT OBOIS/ERIKA//	\$125.00
11192015	11/19/15	PRKS- KIDS ZUMBA	100-53-55300-00215-170 125.00
177289	12/4/15	GLACIER PAINT & INTERIORS	\$113.95
17776	11/6/15	PRKS- CIVIC CENTER PAINT	100-52-55130-00350-000 29.00
17766	11/5/15	PRKS- CIVIC CENTER PAINT	100-52-55130-00350-000 33.95
17742	10/27/15	PRKS- CIVIC CENTER PAINT SUP	100-52-55130-00350-000 39.00
17777	11/6/15	CLK- CAULK FOR CITY HALL	100-11-51610-00350-000 12.00
177290	12/4/15	GOETZ/ALLISON//	\$22.50
10/31/15	10/31/15	PD- UNDER ARMOUR GLOVES	100-20-52110-00346-000 22.50
177291	12/4/15	HD SUPPLY FACILITIES	\$137.06
9140002921	8/27/15	CLK- RETURNED AIR FILTERS	100-11-51610-00350-000 -79.61
9141936724	11/19/15	PRKS- CC KITCHEN SINK	100-52-55130-00260-000 216.67
177292	12/4/15	HOHL'S FARM SUPPLY INC	\$332.05
43107	11/23/15	PRKS- ANIMAL FEED	100-52-55410-00342-000 332.05
177293	12/4/15	J & D CONCRETE & CONSTRUCTION,	\$1,600.00
11/24/15	11/24/15	PK - Pierce restrooms foundati on	250-52-55200-00822-000 1,600.00
177294	12/4/15	JEFFERSON FIRE & SAFETY, INC.	\$285.00
221487	11/25/15	FD- HEADNET	100-21-52200-00392-000 250.00
221146	11/16/15	FD- FACEPIECE FIT TEST LAMAS	100-21-52200-00270-000 35.00
177295	12/4/15	KLEENMARK	\$224.70
148704	11/18/15	PRKS- PARK TRASH LINERS	100-52-55200-00340-000 224.70
177296	12/4/15	KOSS/ROBERT//	\$143.75
NOV15	12/1/15	PW- MILEAGE FOR NOVEMBER	100-31-53230-00330-000 143.75
177298	12/4/15	THE KRIETE GROUP	\$917.29
252167A	10/16/15	PW - COMPLETE BRAKE JOB, #83	100-31-53620-00350-000 1,496.10
63176	3/9/15	PW- #83 FAN HUB CREDIT	100-31-53620-00350-000 -1,360.51
241539A	6/11/15	PW- #81 CORE DEPOSIT/BATTER	100-31-53635-00350-000 202.20
241954A	6/16/15	PW- COMBUST RETURNED	100-31-53240-00350-000 424.21
243306A	7/1/15	PW- BATTERY	100-31-53240-00350-000 134.80

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243445A	7/2/15	P- COMBUST CREDIT	100-31-53240-00350-000	-424.21
244621A	7/17/15	PW- #83 MIRROR RETURNED	100-31-53620-00350-000	262.35
249126A	9/11/15	PW- #83 MIRROR	100-31-53620-00350-000	266.08
249535A	9/16/15	PW- CREDIT #83 MIRROR	100-31-53620-00350-000	-262.35
249626A	9/17/15	PW- STOCK BATTERY	100-31-53240-00350-000	134.80
250682A	9/29/15	PW- BATTERY AND CORE DEPOS	100-31-53240-00350-000	67.40
250683A	9/29/15	PW- ALTERNATOR	100-31-53240-00350-000	138.00
251317A	10/7/15	PW- #6&10 REFLECTORS	100-31-53240-00350-000	27.30
251937A	10/14/15	PW- #10,#16 REFLECTORS	100-31-53240-00350-000	5.46
252645A	10/22/15	PW- CORE AND BATTERY	100-31-53240-00350-000	67.40
253763A	11/3/15	PW- BATTERY AND CORE	100-31-53240-00350-000	190.62
253971A	11/5/15	PW- RETURNS	100-31-53620-00350-000	-378.11
253971A	11/5/15	PW- RETURNS	100-31-53240-00350-000	-74.25
177299	12/4/15	MAILBOXES PACK N SHIP LLC		\$19.71
34628	11/24/15	FD- SHIPPING TO TASK FORCE	100-21-52200-00343-000	19.71
177300	12/4/15	MID-AMERICAN RESEARCH CHEMICAL		\$126.50
0566602-IN	11/13/15	CLK- CLEANER AND AIR FRESHN	100-11-51610-00340-000	126.50
177301	12/4/15	MORDINI/PIERRE//		\$350.00
LIBE 2015-2	12/1/15	LIBE- SNOW REMOVAL FOR DEC	851-51-55110-00260-000	350.00
177302	12/4/15	NAPA AUTO PARTS		\$71.27
230803	11/20/15	PRKS- AIR COMPRESSOR REGUL	100-52-55200-00340-000	71.27
177303	12/4/15	NATIONAL IMPRINT CORP		\$873.29
N1024940	11/17/15	PD- SRO Stickers and tattoos	100-20-52120-00390-000	873.29
177304	12/4/15	OFFICE DEPOT INC		\$382.44
806082031001	11/13/15	PD- PAPER/ENVELOPES	100-20-52130-00310-000	142.38
806444473001	11/16/15	CLK- CALENDAR AND PLANNER	100-11-51520-00310-000	9.51
806444473001	11/16/15	CLK- CALENDAR AND PLANNER	100-11-51420-00340-000	20.79
806444402001	11/16/15	CLK - PAPER AND BOXES	100-11-51420-00340-000	167.38
806444402001	11/16/15	CLK - PAPER AND BOXES	100-11-51520-00310-000	22.39
806444472001	11/18/15	CLK- RETURN ADDRESS STAMP	100-11-51420-00340-000	19.99
177305	12/4/15	PET SUPPLY/THE//		\$207.88
48162	11/17/15	PRKS- ANIMAL FEED	100-52-55410-00342-000	146.97
48279	11/23/15	PRKS- ANIMAL FEED	100-52-55410-00342-000	48.42
48257	11/21/15	PRKS- ANIMAL FEED	100-52-55410-00342-000	12.49
177306	12/4/15	RENNERT'S FIRE EQUIPMENT INC.		\$132.47
34060	11/18/15	FD- PARTS FOR 2010 PIERCE	100-21-52200-00350-000	132.47
177307	12/4/15	RODENT PRO		\$650.00
243399	11/16/15	PK - Frozen mice	100-52-55410-00342-000	650.00
177308	12/4/15	SCHWAAB, INC.		\$57.10
A017842	11/23/15	CLK- DATE STAMPERS	100-11-51520-00340-000	57.10

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177309	12/4/15	SCOTT CONSTRUCTION, INC.	\$689.75
98772	11/11/15	PW- PAVE 3 FT OF OAK ST	689.75
177310	12/4/15	SHI INTERNATIONAL CORP	\$785.10
B03500921	5/28/15	PW- OFFICE PRO-SIGNS & MECH/	392.55
B03500921	5/28/15	PW- OFFICE PRO-SIGNS & MECH/	392.55
177311	12/4/15	STEPP PARTS	\$30.59
3003244	11/20/15	PW- RUBBER STRAP #81 & 83	15.30
3003244	11/20/15	PW- RUBBER STRAP #81 & 83	15.29
177312	12/4/15	TASER INTERNATIONAL	\$3,881.95
SH1419770	11/24/15	PD - Taser replacements (3)	3,881.95
177313	12/4/15	TERRYTOWN PLUMBING INC	\$1,020.00
133904	11/23/15	PK - Langer drinking fountain	1,020.00
177314	12/4/15	ULINE	\$55.39
72328785	11/17/15	PD- HARDWARE EVIDENCE BAG	55.39
177315	12/4/15	VERIZON WIRELESS	\$419.88
000590807001	9/24/15	PD- Phones for automated parki ng	419.88
177316	12/4/15	WAL-MART COMMUNITY CREDIT	\$111.08
2601 11/16/15	11/16/15	PD- HEET, DVD, SUPPLIES	111.08
177317	12/4/15	WICHNER/MARK//	\$11.92
11/23/2015	11/23/15	PD- AMAZON-DUTY BELT	11.92
177318	12/4/15	WIESER CONCRETE PRODUCTS INC	\$250.00
INV000001268	10/23/15	PW- SET OF A-LOK LIFTERS	250.00
177319	12/4/15	WIS DEPT OF AGRICULTURE, TRADE	\$77.00
12/1/15	12/1/15	PD- RABIES RECERT FOR GORD	77.00
177320	12/4/15	WISCONSIN PROFESSIONAL POLICE	\$855.75
DEC 15	12/1/15	CITY- DUES FOR DECEMBER	855.75
177321	12/4/15	WRPQ RADIO	\$2,666.67
11/30/15	11/30/15	CLK- CITY STATION NOVEMBER	2,666.67
177322	12/4/15	ZARNOTH BRUSH WORKS, INC.	\$908.00
0157426-IN	11/3/15	SW-SWEEPER BROOM REFILLS, # & #49	908.00

Total Checks: 52 Grand Total: \$81,819.24

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(Chairman)

(Date)

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14126	11/30/15	ALLIANT ENERGY		\$11,008.65
S608212NOV1	11/10/15	SEWER-MANCHESTER CONTRO	960-36-82100-00222-000	6,720.60
S608212NOV1	11/10/15	SEWER-MANCHESTER CONTRO	960-36-82710-00222-000	317.91
S871720NOV1	11/13/15	SEWER-HEADWORKS BLDG	960-36-82200-00222-000	11.52
S193345NOV1	11/13/15	SEWER-MANCHESTER SLUDGE	960-36-82710-00222-000	16.21
S212453NOV1	11/13/15	SEWER-POTTER ST LIFTSTATIO	960-36-83200-00222-000	16.46
S295931NOV1	11/19/15	SEWER-8TH ST GRINDER PUMP	960-36-83200-00222-000	8.12
S906253NOV1	11/19/15	SEWER-ST RD 33 LIFTSTATION	960-36-83200-00222-000	51.37
W978710NOV1	11/11/15	WATER-WELL NO. 2-722 HILL ST	970-37-62300-00222-000	1,018.95
W406031NOV1	11/10/15	WATER-WELL NO. 4-7TH ST	970-37-62300-00222-000	2,169.12
W406031NOV1	11/10/15	WATER-WELL NO. 4-7TH ST	970-37-66500-00223-000	17.35
W681563NOV1	11/11/15	WATER-MINE RD TOWER	970-37-66500-00222-000	118.05
W694255NOV1	11/20/15	WATER-OAK ST HI-LIFT STATIO	970-37-62300-00222-000	435.03
W694255NOV1	11/20/15	WATER-OAK ST HI-LIFT STATIO	970-37-66500-00223-000	20.99
W233450NOV1	11/20/15	WATER-BARNHART TOWER@CO	970-37-66500-00222-000	25.14
W163810NOV1	11/20/15	WATER-EAST ST TOWER	970-37-66500-00222-000	32.69
W647465NOV1	11/20/15	WATER-MOORE ST TOWER	970-37-66500-00222-000	29.14
14127	11/30/15	BROWN/BENJAMIN//		\$150.00
W2015BOOTS	11/16/15	WA-STEELTOE BOOT REIMBURS	970-37-90200-00346-000	150.00
14128	11/30/15	CARDMEMBER SERVICE		\$709.92
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	970-37-64300-00343-000	96.60
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	950-36-84000-00343-000	163.33
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	960-36-85100-00343-000	163.33
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	970-37-90300-00343-000	163.34
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	970-37-66500-00340-000	55.69
U11132015	11/13/15	UTIL-DNR SAMPLE/DIE/INK/STA	970-37-92100-00310-000	67.63
14129	11/30/15	CENTURYLINK		\$226.06
S301299619NO	11/17/15	SE-PHONE/INTERNET #301299619	960-36-85100-00220-000	39.45
S301299619NO	11/17/15	SE-PHONE/INTERNET #301299619	960-36-85100-00250-000	51.94
W301217861N	11/17/15	WATER-PHONE-ACCT 301217861	970-37-66500-00220-000	33.67
W301217861N	11/17/15	WATER-PHONE-ACCT 301217861	970-37-92100-00220-000	33.67
W301217861N	11/17/15	WATER-PHONE-ACCT 301217861	960-36-85100-00220-000	67.33
14130	11/30/15	CITY OF BARABOO-STORMWATER		\$8,558.47
STNOV2015	11/30/15	STORMWATER-NOV 2015 RECE	970-37-00000-40419-001	0.14
STNOV2015	11/30/15	STORMWATER-NOV 2015 RECE	970-96-00000-10142-001	8,558.33
14131	11/30/15	D.L. GASSER CONSTRUCTION, INC		\$2,447.50
W5000015200	10/28/15	WA-COLLEGE AVE PATCH-MAIN	970-37-67300-00236-000	2,447.50
14132	11/30/15	GOLDEN NEEDLE EMBROIDERY		\$320.50
S26677	10/16/15	SE-EMBROIDERY-PASKE COAT/	960-36-85600-00390-000	15.00
W26674	11/16/15	WA-BROWN SHIRTS/SWEATSHI	970-37-90200-00346-000	305.50
14133	11/30/15	HD SUPPLY WATERWORKS LTD		\$1,227.13

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W-E705518	11/5/15	WA-METER REPAIR PARTS #E7	970-37-67600-00350-000	944.94
W-E788415	11/12/15	WATER-INVENTORY-ACCT 978	970-96-00000-10154-001	280.75
W-E791131	11/12/15	WATER-RET'D INVENTORY/SUPP	970-96-00000-10154-001	-64.00
W-E791131	11/12/15	WATER-RET'D INVENTORY/SUPP	970-37-67300-00236-000	-264.30
W-E796235	11/19/15	WATER-INVENTORY-ACCT 978	970-96-00000-10154-001	216.50
W-E789004	11/19/15	WATER-METER PARTS-ACCT 9	970-96-00000-10346-101	113.24
14134	11/30/15	MAILBOXES PACK N SHIP LLC		\$49.05
S34260	11/6/15	SEWER-SOIL TEST SAMPLES	960-36-82710-00340-000	29.71
S34611	11/24/15	SEWER-SOIL TEST SAMPLES	960-36-82710-00340-000	19.34
14135	11/30/15	MARTELLE WATER TREATMENT INC		\$1,376.84
W13865	11/13/15	WATER-AQUAMAG-CUST 6232	970-37-64100-00345-000	1,376.84
14136	11/30/15	MCFARLANES INC		\$56.00
W-IV64747	11/12/15	WATER-MOWER OIL/FILTER	970-37-93200-00250-000	56.00
14137	11/30/15	POINTON HEATING & AIR		\$1,037.95
S66557	11/17/15	SE-SLUDGE BLDG FURNACE MO1	960-36-83300-00260-000	909.68
W66555	11/12/15	WA-WELLHOUSE #6 FURNACE R	970-37-63100-00260-000	128.27
14138	11/30/15	QUILL CORPORATION		\$122.77
U9524710	11/11/15	UTIL-PAPER/PENS-ACCT C38405	950-36-84000-00310-000	40.92
U9524710	11/11/15	UTIL-PAPER/PENS-ACCT C38405	960-36-85100-00310-000	40.92
U9524710	11/11/15	UTIL-PAPER/PENS-ACCT C38405	970-37-92100-00310-000	40.93
14139	11/30/15	SCOTT CONSTRUCTION, INC.		\$2,305.84
W98772	11/11/15	WA-PATCHES@VARIOUS SITES	970-96-00000-10345-001	689.30
W98772	11/11/15	WA-PATCHES@VARIOUS SITES	970-37-67300-00236-000	1,616.54
14140	11/30/15	SOLENIS LLC		\$551.35
S131010361	11/18/15	SEWER-POLYMER TRIAL-1 DRU	960-36-82500-00345-000	551.35
14141	11/30/15	UNIFIRST CORPORATION		\$48.00
S098 1939511	11/11/15	SEWER-TOWELS-CUST 719654	960-36-85600-00390-000	9.29
S098 1941456	11/25/15	SEWER-TOWELS-CUST 719654	960-36-85600-00390-000	9.29
W098 1938548	11/4/15	WATER-TOWELS-CUST 719656	970-37-66500-00340-000	14.71
W098 1940498	11/18/15	WATER-TOWELS-CUST 719656	970-37-66500-00340-000	14.71
14142	11/30/15	WWWP-WESTERN WISCONSIN		\$90.00
W12/9/15TOM	11/30/15	WA-QTRLY MTG: PETERSON/KL CARLSON	970-37-92600-00320-000	90.00

Total Checks: 17 Grand Total: \$30,286.03

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(Chairman)

(Date)

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7000938	12/4/15	CAPITAL NEWSPAPERS		\$71.22
1316297	11/25/15	CLK- SPRING ELECTION NOTICE	100-11-51440-00210-000	24.59
1314177	11/17/15	CLK- BEDC PUBLIC HEARING	100-67-56710-00215-000	24.95
1314348	11/24/15	CLK- MINUTES 10-27-15	100-10-51100-00210-000	21.68
7000939	12/4/15	HILL'S WIRING INC		\$2,150.00
63929	11/18/15	PK - Stackhouse kitchen wiring	840-52-55130-00720-000	1,924.27
63929	11/18/15	PK - Stackhouse kitchen wiring	100-52-55130-00260-000	225.73
7000940	12/4/15	J. P. COOKE CO./THE//		\$72.38
369777	11/23/15	CLK- CAT TAGS AND HOOKS	100-11-51520-00340-000	72.38
7000941	12/4/15	LARK UNIFORM, INC.		\$865.82
208090	11/13/15	PD- USTUPSKI PROTECTIVE VES	100-20-52110-00392-000	741.00
208376	11/18/15	PD- JESS PICHLER UNIFRM PIECE	100-20-52110-00346-000	124.82
7000942	12/4/15	MENARDS - BARABOO		\$431.58
5217	11/19/15	CLK- SEAL LEAK IN BASEMENT	100-11-51610-00350-000	34.68
5048	11/17/15	PW- UNIVERSAL COVERS	100-31-53420-00222-000	16.95
4997	11/16/15	PW- MISC SUPPLIES	100-31-53420-00350-000	73.46
5055	11/17/15	PW- SOLDERING IRON	100-31-53420-00350-000	37.94
5181	11/18/15	PRKS- MISC SUPPLIES	100-52-55130-00350-000	84.88
5527	11/23/15	PRKS- TOOLS	100-52-55200-00340-000	41.79
1746	10/7/15	PRKS- CIVIC CENTER MISC SUP	100-52-55130-00340-000	43.54
4980	11/16/15	CLK- SIDEWALK SALT	100-11-51610-00340-000	57.90
5152	11/18/15	PD- BAGS AND CABLE TIES	100-20-52110-00340-000	32.47
5148	11/18/15	PRKS- FLUID TRANSFER PUMP	100-52-55410-00350-000	7.97
7000943	12/4/15	UNIFIRST CORPORATION		\$265.58
098 1941457	11/25/15	PW- MATS, SUPPLIES, UNIFORM	100-31-53270-00340-000	85.60
098 1942431	12/2/15	PW- MATS, UNIFORMS, SUPPLIE	100-31-53270-00340-000	99.48
098 1942428	12/2/15	CLK- MATS	100-11-51610-00260-000	37.75
098 1941454	11/25/15	CLK- MATS	100-11-51610-00260-000	42.75
7000945	12/4/15	V&H, INC.		\$2,702.79
2186103 RI	9/14/15	PW- #9 NUT WASHER	100-31-53240-00350-000	34.39
2191965 RI	9/30/15	PW- SEAT	100-31-53240-00350-000	258.09
2191510 RI	9/29/15	PW- #9 FLOOR COVERING CREDI	100-31-53240-00350-000	-419.90
2191964RI	9/30/15	PW- SEAT CREDIT	100-31-53240-00350-000	-468.32
2199447 RI	10/20/15	PW- #9 HANDLE ASSEMBLY	100-31-53240-00350-000	372.52
2201999 RI	10/26/15	PW- STOCK 55 GALLON DRUM	100-31-53240-00340-000	155.00
2203561 RI	10/29/15	PW- #9 MIRROR BRACKET	100-31-53240-00350-000	89.92
2203627 RI	10/29/15	PW- #9 CREDIT ON FRONT WHEE	100-31-53240-00350-000	-70.90
2205674 RI	11/4/15	PW- #11 FLOOR COVERING	100-31-53240-00350-000	410.00
2207193 RI	11/6/15	PW- SHIELD FRONT WHEEL	100-31-53240-00350-000	-372.99
2208574 RI	11/10/15	PW- #9 AND #82 PARTS	100-31-53240-00350-000	26.65
2208574 RI	11/10/15	PW- #9 AND #82 PARTS	100-31-53620-00350-000	125.15
2203553 RI	10/29/15	PW - HOOD, #9	100-31-53240-00350-000	2,014.20

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2205160 RI	11/3/15	PW - DOOR ASY W/ STRIP, #9	548.98

Total Checks: 7 Grand Total: \$6,559.37

FINANCE COMMITTEE APPROVAL:

 (Chairman)

 (Date)

The City of Baraboo, Wisconsin

Background: The Business Improvement District is located in the downtown area and all businesses have a membership. The BID primarily promotes the downtown, considers and makes recommendations concerning parking lots and other amenities for shoppers. The BID annually prepares a budget and operating plan which requires adoption by the City Council. BID projects are funded through their budget which is recommended by their Board of Directors. The major source of revenue for the BID is a self-imposed assessment on all business members within the district. The assessments are used to improve and beautify the BID and promote business in the downtown area. Funds are collected by the City and managed in cooperation with the BID Board of Directors.

Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, the Common Council of the City of Baraboo held a public hearing in the Council Chambers at 7:00 p.m. on the 8th day of December, 2015 for the purpose of hearing all interested persons concerning the preliminary resolution and the report on the proposed assessments to be levied upon property within the District, and the estimated costs of the operating plan for the Business Improvement District, and heard all interested persons who desired to speak at the hearing;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

The report pertaining to the proposed assessments and plans, specifications and estimated costs for the Baraboo Business Improvement District is adopted and approved. Payment of the assessments shall be made by assessing the properties benefited as indicated in the Report and that the assessments shown on the report, representing an exercise of police power, have been determined on a reasonable basis and are hereby confirmed. The assessments are due and payable interest free on or before March 1, 2016 and assessments not paid by September 1, 2016 shall become a delinquent tax against the property as provided by Section 66.60 (15), Wis. Stats.

The City Clerk shall publish the resolution as a Class 1 notice under Chapter 985, Wis. Stats., in the assessment district and a copy of this resolution and a statement of the final assessment against the benefited property shall be mailed to every property owner whose name appears on the assessment roll, whose post office address is known or can with reasonable diligence be ascertained.

Offered by: Finance Comm
Motion:
Second:

Approved:
Attest:

Memo City Administrator



To: Finance Committee
From: Ed Geick
Subject: 1208 Oak St, Old Ringling Hospital
Date: December 2, 2015
CC: Mayor and Other City Council Members, Department
Directors, Sauk County: Todd Liebman, Elizabeth
Geoghegan, Brentt P Michalek

Over the past two years there have been numerous break-ins at the old Ringling Hospital at 1208 Oak St. The City has spent about \$10,000 in time and materials to board up the old building and keep it secure. The Police Department has also been involved with some juveniles who were in the building. The Sauk Co. Health Department did an inspection on the building at our request earlier this year. The building is dangerous because of the broken glass, mold, no lighting and general deteriorating condition. We have been lucky so far and no one has been hurt in the building; but it's only a matter of time because we just had another break-in over the Thanksgiving time.

Because the property ownership is in limbo due to the State holding the property as trustee, we have not been able to do much to resolve the problems with this neighborhood eyesore. City Staff has tried to rekindle development of the old building as well. Over the past six months we have also worked with MadRep to make contact with four Madison area developers who have experience with redeveloping such properties. All of those efforts have failed because the property does not qualify for any historic tax credits that could help underwrite a housing project. Even though the property is in a TID we can't generate sufficient money in that TID to raise the \$1.5 million that developers say is needed to make the project worthwhile.

City Engineer Tom Pinion and I have had ongoing conversations with the Wisconsin Department of Natural Resources and WEDC over the past year trying to find some ways to resolve the issue or remove the building. I have attached to this memo a concept plan for how the City can work toward removal of the building. The goal after removing the building would be to sell the lots for about three single family homes. This plan is not conceived to be a money maker because the cost of removing the building is so high, now approaching \$500,000. The estimated cost for the City's share in this project will be in the \$150,000 +/- depending on how cost sharing on the grants is finally determined. Funding for this would be a loan from TID 6.

This concept plan is being presented to the Finance Committee with the hope of garnering sufficient support so that we could move onto more detailed discussions with the WDNR, the Department of Administration and Sauk County so that we can acquire the property and clean it up. We will also need the cooperation of Sauk County in working out a solution to this problem because they will very likely have to be the pass through agent for property ownership.

Ed Geick

Concept Plan for the Cleanup of 1208 Oak St, Baraboo

Background

This is the site of the former St. Mary's Ringling Memorial Hospital. The original structure was built in 1898 and was the home of Della Ringling. In 1922, the home was donated to the Sisters of St. Mary's who converted it to a 25-bed hospital that was opened in November of 1922. In 1945, a three-story addition was built and the shortly thereafter the original Ringling Home was demolished. The Hospital remained in operation until 1963 when St. Clare Hospital was opened. In 1964, the Sisters of St. Mary's converted the former hospital to a nursing home, St. Mary's Ringling Manor, which was licensed for 71 residents. After the nursing home was closed, it became a convent for the Franciscan Sisters of St. Mary's, until 1997 when the building closed for good. It remains empty today.

In 2004, the property was purchased by a private developer who proposed to convert the building to a senior housing project in 2007. Unfortunately, the developer was unable to follow through and he has since passed away. The property was part of an LLC that was later escheated to the State upon closure of the deceased's estate since there were no heirs, successors, or assigns. Property taxes have gone unpaid since 2008 so the County has accumulated approximately \$73,000 in delinquent taxes at this time. The State has done nothing to care for the property in the intervening years and it has been up to the City to secure the property from vandals. The City has invested approximately \$10,000 to secure the property, mow and trim brush over the last 8 years. The property has been without power and water for approximately 10 years. The dilapidated condition of the building has become an attractive nuisance and an eyesore in the neighborhood.

The City has repeatedly solicited developers in an effort to find one that would revive the prior project plan to convert the property to a senior housing facility but has been unsuccessful to date. Of the developers that reviewed this prospective project, most cite a need for the City to underwrite approximately \$1 - \$1.5 million of the project cost. The property is in TID #9, which was created in 2007; however, since the property value has declined, the TID is already "upside down", which only reduces any developer incentive that may be available. This property is in an older section of Baraboo that is well known for its large 2 story homes Victorian style homes.

Proposal

1. The City would acquire title to the property on the condition that grants would be available to assist with environmental assessment, cleanup, and demolition of the existing structure. The State WDNR and WEDC have agreed in concept to this approach. (Title can be obtained through the County via a tax foreclosure or the City can petition the Circuit Court for title to the property.)
2. The City would work with WDNR to obtain a grant(s) for asbestos removal as noted in #1. According to the Phase 1 ESA completed in 2008, there are no other environmental issues suspected on the property. A site assessment grant from WDNR would be used to clarify any further issues.
3. WEDC would be asked to assist with a grant for demolition.

4. The City would take bids from private contractors to have the building razed.
5. Before building demolition, the City would remove any items that are deemed to have a salvage value or historic value.
6. The City would create approximately three single-family residential lots that would be sold to the public at the fair market price. The sale of the lots could include a requirement to build a single-family home that would fit into the character of the neighborhood.
7. The funding for the City’s share of this project would come from a TID 6 donation to TID 9. The sale of the lots would be used to repay a portion of the costs to TID 6.
8. The WDNR has agreed in to lend their assistance to City in its quest to acquire title to the property. The process for handling escheated properties is confusing and not well established in procedure. The WDNR reportedly has knowledge of several other properties in this same sort of legal “bind” and they recognize the need to resolve this issue. In 2014 Mark Bromley, Assistant Attorney General, provided the following guidance relating to the acquisition of this the property to a prospective “developer”: Your rights would be subject to all the outstanding real estate taxes unless you can work something out with the City and County. If you obtain ownership of the LLC, you can then apply to the Department of Revenue’s Unclaimed Property Section for release of its custody of the LLC.
 - a. Baraboo Luxury Apartments, LLC (BLA) owns the land and building you want to own.
 - b. BLA owes real estate taxes of about \$55,000 (that was then, the current amount is \$73,000). Those taxes have a first-lien position on the real estate.
 - c. BLA was administratively dissolved August 7, 2013.
 - d. Custody, but not ownership, of the BLA LLC (not the land or building) transferred to the Wisconsin Department of Revenue by oral order of the Dane County Court on May 23, 2014
 - e. Administrative dissolution of an LLC does not end its legal existence. Wis. Stat. Section 183.0903. The LLC cannot continue doing business but may take all steps necessary to winding up its affairs. That includes the right to transfer any property it owns. Those steps may be taken by any authorized member or manager, or by the circuit court for Sauk County.
9. Cost Estimate for this project:

a. Survey and Sampling for Asbestos and Lead =	\$ 22,500
b. Using A&A’s (\$4.00/sf) estimate for lead and asbestos removal =	\$200,000
c. Using Beaver Wrecking’s estimate for razing the structure =	\$175,000
d. Tipping Fee’s for garbage - approx.100 tons x \$75.00 =	\$ 7,500
e. Cost for crushing rubble - (+/-8,000)tons x \$5.00/ ton =	\$ 40,000
f. Topsoil/Seed/Fertilizer/Mulch (\$3.500/sy) =	\$ 15,000
g. Contingency =	<u>\$ 40,000</u>
Total Estimated Cost =	<u>\$500,000</u>

12-2-15

10. Prospective Funding Sources for the project:

- a. Wisconsin Assessment Monies (WAM) to Update Phase I ESA: \$ 30,000 max; (100% Grant)
- b. Ready for Re-use Loan for Asbestos/Lead Abatement: \$ TBD (Load)
- c. Site Assessment Grant (SAG) for demolition: \$150,000 max; (50% Grant)
- d. TID #6: \$ TBD
- e. Sale of 3 Residential Lots: \$ 75,000

11. It would be critical to the project success for the County to forego the taxes owed (+/- \$73,000) because there is no possibility of the City recouping its investment in this property. This amount could count toward the required local match to the SAG.

St. Mary's Ringling Hospital
Proposed Site Assessment and Cleanup Plan

This plan was drafted by: **Barry Ashenfelter** Program & Policy Analyst – Remediation and Redevelopment/AWARE, Wisconsin Department of Natural Resources. Phone: (608) 267-3120. barry.ashenfelter@wisconsin.gov on 7-21-14

1. **IGA:** DNR enters into IGA with City or County
 - a. Outlines assistance to be provided by DNR (and possibly WEDC)
 - b. Describes process and timeline by which the City/County will take title to the property in order to receive LGU exemption
 - c. Outlines responsibilities if contamination is found under the building or elsewhere on the property
 - d. Describes post cleanup actions: Proceeds from sale to repay R4R loan
2. **Phase I:** DNR completes updated Phase I with WAM, while City/County work to take title – including county agreement to expunge delinquent taxes.
3. **Acquisition:** City/County acquires the property within 180 days of completed Phase I to meet AAI requirements.
4. **Asbestos Abatement/Demo:** LGU owner receives up to \$150,000 in SAG for demolition in order to complete the assessment, as well as a Ready for Reuse loan for asbestos and lead abatement prior to demolition.
 - a. Match for SAG: WAM, Ready for Reuse, cancellation of back taxes, any funding the City/County pitches in for demo or commits to cleanup
 - b. The case for funding:
 - i. Demo is necessary to complete assessment under the building
 - ii. No identified owner, property in legal limbo (a truly abandoned property)
 - iii. Detriment to community- public health and safety hazard, drain on neighborhood property values, opportunity cost/loss of doing nothing.
 - iv. City is open to various development opportunities, one of which is multiple high-end single family homes to protect/increase neighborhood property values, as well as potential business opportunities
5. **Phase II:** DNR completes Phase II with WAM after demolition
6. **Cleanup:** Based on findings in Phase II, cleanup occurs according to the agreed upon terms in IGA. Ready for Reuse loan funding may be provided.
7. **Redevelopment:** City sells the property for residential development and repays the Ready for Reuse loan.

Memo City Administrator



To: Finance Committee
From: Ed Geick
Subject: Leave Donation Policy
Date: December 3, 2015
CC: Department Heads

The Department Heads have been discussing the creation of a leave donation policy because there is currently no such policy in place at this time. The question of donating time to a fellow employee has come up periodically over the years and has been done on rare occasions. We thought it might be time to formalize a policy on the subject for inclusion in the Employee Handbook.

A draft of a policy is attached for the Committee's consideration. The purpose of donating leave to a fellow employee is to help out that person in a time of personal crises. They are rare situations but they do periodically arise. We look forward to discussing this with you.

Ed Geick

Leave Donation Policy

EMPLOYEE TIME DONATION POLICY FOR CATASTROPHIC ILLNESS OR INJURY

(1) INTRODUCTION

(a) This program is intended to provide financial assistance and support to regular full-time and regular part-time employees of the City who have exhausted all paid time off benefits and are unable to return to work due to a catastrophic illness or injury suffered by themselves or a family member. City of Baraboo employees may donate a portion of their earned and unused sick leave, vacation or floating holiday time as a way to provide income continuation for eligible employees. The City Administrator's Office will administer this program in accordance with the procedures outlined below.

(2) DEFINITIONS

(a) Employee - An individual who is employed with the City in a regular full-time or regular part-time position, has been employed for a minimum of one year, and is eligible to use accrued benefit leave balances.

(b) Catastrophic Illness or Injury - A prolonged non-occupational illness or injury which is life threatening as determined by the program administrator and supported by medical substantiation from the employee's or family member's treating physician, and would result in the employee having to go on unpaid leave of absence or terminate their employment.

(c) Donated Leave - The amount of time from an employee's accrued and unused sick leave, vacation or floating holiday time an employee is willing to donate. Donations must be done in half day or full day increments (4.00 hours or 8.00 hours).

(d) Program Administrator - The Finance Director/City Clerk will be responsible for the administration of this program. The Payroll section of the City Clerk's office will monitor status of the donations and time used. The City Administrator must approve of all applications.

(3) PROGRAM ELIGIBILITY AND REQUIREMENTS

(a) Employment Status / Severity of Illness - An individual must be employed as a regular full-time or regular part-time employee for at least six calendar months and be eligible to utilize accrued benefit balances. An employee must be suffering from a catastrophic illness or injury.

(b) Exhaustion of Paid Benefit Balances - An employee must have exhausted all accrued and paid benefit balances before being eligible for Catastrophic Illness and Injury Time Donations. An employee or their designee may submit the required program documents prior to the exhaustion of their leave when it is anticipated that the remaining benefit balances will be exhausted as a result of the catastrophic illness or injury.

(c) Documentation to Request Donations - An employee must submit the following documents when requesting Catastrophic Illness and Injury Time Donations:

1. An Employee Time Donation Application for Catastrophic Illness and Injury
2. Physical Medical or FMLA Certification

(d) Use of Donated Benefit Time - An employee who has been granted the use of Catastrophic Illness and Injury Time Donations will have the donated sick leave, vacation or floating holiday time credited to their benefit balances. An employee must utilize any available donated vacation or floating holiday hours within their statutory Wisconsin and Federal family and medical leaves. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.

(e) Worker's Compensation - An employee will not be eligible for Catastrophic Injury or Illness Time Donations if they have applied for worker's compensation benefits and a determination has not been made as to their eligibility. If a determination has been made that the employee is not eligible for worker's compensation and there is no pending appeal, the employee may submit an Application for Catastrophic Illness and Injury Time Donations.

(f) Unused Donated Time - If an employee returns to work, terminates, or applies for a WRS disability retirement, the unused vacation and floating holiday hours that were donated will be returned to those employees who donated the benefit time.

(g) Status Updates - The Finance Director/City Clerk will monitor the use of donated leave under the program and will periodically require program participants to provide updates and additional medical documentation to ensure ongoing eligibility.

(h) Decisions of Program Administrator - All decisions made or actions taken by the Program Administrator, including but not limited to determination of eligibility, documentation required, or any decision or action made or taken in the administration, modification or termination of the benefits under the program are final and binding on all parties and shall not be grievable or arbitrated under any labor contract or City policy.

(i) City Right to Modify or Terminate The City reserves the right to modify or terminate this policy at any time after providing reasonable notice to all applicable labor organizations.

(4) DONATED BENEFIT TIME

(a) Eligibility to Donate Floating Holiday - Any employees with accumulated benefit time are eligible to voluntarily donate accrued and unused sick leave, vacation or floating holidays to an eligible employee for use under the program.

(b) Eligibility to Donate Vacation - Any employees with accumulated benefit time who are eligible at the beginning of the calendar year for a minimum of two (2) weeks of vacation are eligible to voluntarily donate accrued and unused vacation to eligible employees under the program. A City employee may not donate more than forty (40) hours in a calendar year.

(c) Increment for Donations - Any vacation or floating holiday benefit time that is being donated to an eligible program participant must be in half day or full day increments (4.00 or 8.00 hours).

(d) Documentation to Provide Donation - Any employee donating vacation or floating holiday time must complete a Catastrophic Illness and Injury Time Donation form. This form specifies the type of leave being donated, the amount of hours the employee wishes to donate, to whom the leave is being donated to, a statement certifying that the vacation or floating holiday hours are being donated on a voluntary basis, and that within limited circumstances the donation is irrevocable.

(e) Value of Donations - Donations will be done on a day for day basis. The program administrator will not be assessing the value of the donation with respect to the value it has to the program participant. The total hours donated will be credited to the appropriate benefit balance and the recipient will take the time off and be paid at their current rate of pay when the time is taken.

(f) Unused Donated Time - The Program Administrator will record the receipt of donations and will allocate the donations to the program participant on a first in, first out basis. If a program participant terminates employment or returns to work with the City prior to the exhaustion of the donated time, the remaining balances will be returned to those employees whose benefit time had not yet been allocated. These hours will be credited back to the employee's appropriate benefit balance. If the employee is unable to take the returned sick leave, vacation or floating holiday hours before the end of the calendar year they will be allowed to carryover those hours into the next calendar year.

(g) Maximum Donation Received - Program participants will be eligible to receive a maximum of 1040 hours of donated benefit time per illness or injury. Participation ends once an employee or family member is medically determined to be totally and permanently disabled.

(h) Earning/Use of Benefit Time While Utilizing Donations - A program participant may be eligible to earn additional benefit time when using Catastrophic Illness or Injury Time Donations. Employees will be required to utilize any eligible and earned sick leave, holiday, or floating holiday time before using the donated vacation or floating holiday hours.

(i) No Payout of Unused Donations - Program participants will not be eligible for the payout of any remaining donated sick leave, vacation or floating holiday hours upon the termination of their employment with City.

(j) Remaining Vacation or Holiday Balance - If a program participant has a vacation or holiday balance at the end of the calendar year, the benefit time will be carried over into the next year.

(k) Record keeping - The City Finance Director/City Clerk or representative will maintain all records relating to the program, including the amounts of leave donated, the amount of leave

Draft – Dec 3, 2015

used by program participants, applications for program participation, and supporting documentation.

