

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, April 12, 2016, **6:15 P.M.**
Location: Council Chambers, 135 4th Street, Baraboo
Members Noticed: Joel Petty, Scott Sloan, Dennis Thurow
Others Noticed: Department Heads (*agenda only*), A. Bolin, E. Geick, C. Giese, M. Palm, P. Wedekind, John Alt, Post at Library, & Media

1. **Call to Order –**
 - Note compliance with Open Meeting Law.
 - Approve agenda.
 - Approve March 22, 2016 minutes.
2. **Accounts Payable** – Paperwork not available at the time this agenda was prepared. It will be in your mailbox on Monday, April 11, 2016.
3. **Menard Inc Claim** – Review and recommendation of approving the Disallowing Claim for Excessive 2015 Assessment. *
4. **Civic Center Renovation** – Review and recommendation to accept bids for locker room/restroom renovations.
5. **Park & Recreation** – Review and recommendation to accept bids for Maxwell-Potter Conservancy shelter/restroom renovations.
6. **Property Requisition** – Review and recommendation of authorizing requisition of property at 212 14th Street.*
7. **Committee Comments**
8. **Adjournment**

Joel Petty, Chairperson

Agenda prepared by D. Munz & posted on 04/08/2016

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: Mayor Palm, M.Klingenmeyer, E. Geick, A. Kleczek-Bolin, and others

Call to Order –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to adopt the agenda and carried unanimously. Moved by Thurow, seconded by Sloan to approve the minutes of March 8, 2016. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$517,313.07**. Motion carried unanimously.

Budget Amendments-Baraboo Utilities

Wade Peterson explained the 4th quarter amendments wrap up payroll, etc for the year. Tom Pinion noted the amendments come to Council now, like they did for the Utility Commission in the past, and the same way General Fund amendments are presented. Moved by Sloan, second by Thurow and carried unanimously to recommend to Council for action.

Water Main Replacement –

Peterson addressed the Committee to report the low bid for the Water Street water main replacement project is \$165,345 from J&J Underground, LLC. There have been numerous breaks in this main, which serves Circus World Museum. The Alternate Bid, adding Rosaline to East Street, was able to be added because of available funds and the bid amounts. The project is slated for completion by May 20, 2016, to accommodate the opening of the Circus’ season. Peterson and Pinion reminded the Committee this is a pipe “burst” project, a first for the Baraboo Utilities.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:43 p.m.

Mary K. Klingenmeyer, Deputy Treasurer

RESOLUTION NO. 2016-

Dated: April 12, 2016

**Disallowing Claim for Excessive Assessment filed by Menard Inc.
The City of Baraboo, Wisconsin**

Background Menard Inc. is disputing the 2015 assessment of its property at 1040 USH 12, Parcel Number 2552-26000 as determined by the City of Baraboo. On January 28, 2016, the City of Baraboo received notice of a Claim for Excessive Assessment filed by Robert A. Hill, from Robert Hill Law, LTD, as representative of Menard, Inc. pursuant to Wis. Stat. §74.37. Menard Inc. claims that the fair market value of its property is no higher than \$6,100,000.00, not the final assessment of \$8,038,200.00.

On July 29, 2015, the Board of Review met to hear Menard Inc.'s objection to its assessment. The Board of Review determined that the Assessor's valuation was correct and correctly applied the *Wisconsin Property Assessment Manual* and Wisconsin Statutes in determining the fair market value of the property.

Wis. Stat. §74.37 requires a claim to be filed with the taxation district if an aggrieved person wishes to recover general property tax believed to be excessive. If the taxation district disallows the claim, the claimant has 90 days within which to file an action in circuit court.

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

Comments: *Because*

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

WHEREAS, Menard Inc. filed a Claim for Excessive Assessment pursuant to Wis. Stat. § 74.37 for the 2015 tax year.

NOW THEREFORE BE IT RESOLVED, that the City of Baraboo Council Members, met in regular session, that the Claim for Excessive Assessment as described herein is hereby disallowed.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: April 12, 2016
Re: Civic Center locker/restroom renovations

Requests for proposals were advertised in the Baraboo News Republic over a two week period in February for the renovations of the Civic Center locker/restrooms, which would provide restroom facilities with ADA access on the ground level of the Civic Center. We have been working to get ground level ADA facilities for 3 years, especially as use of the Civic Center gymnasium and adjacent areas have dramatically increased with the improvements made to the Civic Center, as well as elections moving to the gym and the building being named as the City Emergency Shelter.

While approximately a dozen calls were received from interested contractors, only 4 chose to accept a site visit. Two of those who were initially interested, withdrew before making a bid as they didn't feel they could deliver on the specs we had asked for within the budget we had set.

Two firms did submit a bid. Those were as follows:

Friede & Associates = \$114,756
Harmony Construction Management = \$181,113

We have a history working with Friede at the Ochsner Park Zoo, and in meeting with their team, I am very happy with the approach they are offering. The renovations will provide needed access into the rooms and replace the old fixtures with compliant, accessible fixtures.

2016 Civic Center Budget included \$115,000 for this project, so the bid for Friede is within the budgeted amount. If approved, work could begin asap to be wrapped up before the August elections.

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: April 12, 2016
Re: Maxwell-Potter Conservancy shelter renovations

Requests for proposals were advertised in the Baraboo News Republic over a two week period in February for the renovations of the Maxwell-Potter Conservancy shelter (former pumphouse), which would provide restroom facilities with ADA access in the dog park, arboretum and conservancy areas. The “old pumphouse” has been planned to serve as a shelter for the River area for many years, and has been undergoing improvements over the last 4 years including a new roof in 2012 and removed pumps/new flooring in 2014.

Initially, 4 contractors responded to the RFP, with only 2 submitting bids as follows:

Friede & Associates = \$60,386
Harmony Construction Management = \$161,942

We have a history working with Friede at the Ochsner Park Zoo, and in meeting with their team, I am very happy with the approach they are offering on this project. The renovations will provide restrooms and a picnic area with future canoe/kayak landings in this area.

Parks Building Improvements (52.55200.822) included \$90,000 in 2016 budget for this work. Park Commission has approved my recommendation for this contract.

The City of Baraboo, Wisconsin

Background Sauk County has offered to transfer ownership of the property at 212 14th St. to the City of Baraboo. There is no cost to the City for receiving the property. The property has an old house and a garage on it. The house is uninhabitable and would be torn down.

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

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

To authorize the City Administrator to proceed with the acquisition of the property at 212 14th St., parcels #206-0056-1 & #206-0056-2, and for the Mayor, City Administrator and City Clerk to sign documents to carry out this acquisition.

Offered by: Finance/Personnel Comm.
Motion:
Second:

Approved: _____
Attest: _____

Memo City Administrator



To: Finance Committee
From: Ed Geick
Subject: Property Acquisition, 212 14th St.
Date: April 8, 2016
CC: Mayor and Other City Council Members, City Attorney,
Pat Cannon, Tom Pinion

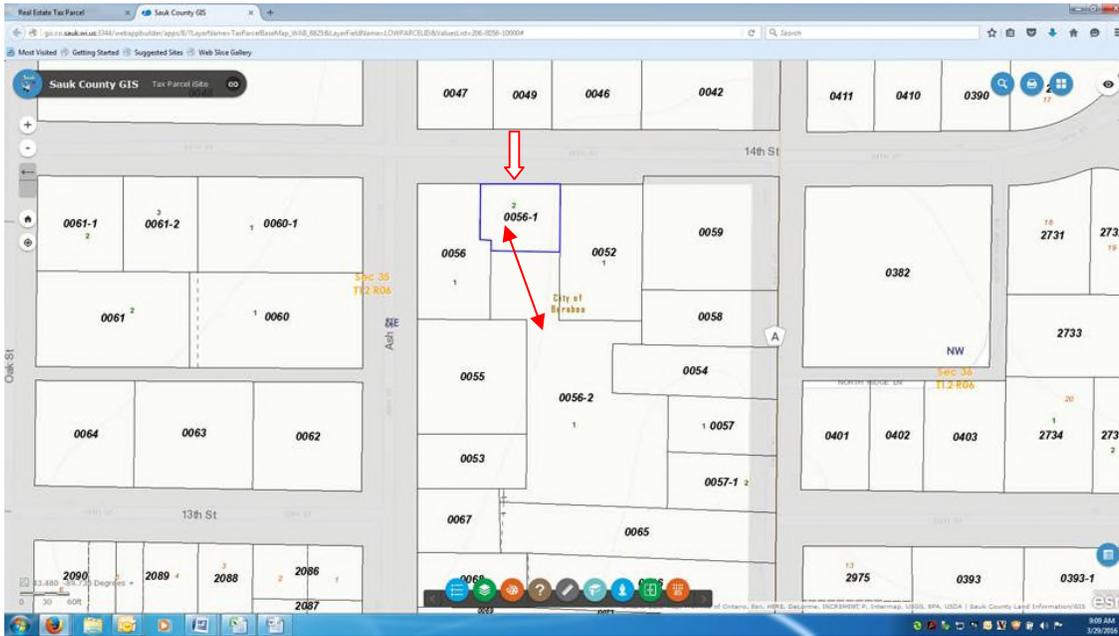
City Engineer Tom Pinion has been in contact with County Treasurer Elizabeth Geoghegan about the City taking over ownership of the property at 212 14th St. The purpose of taking over the property would be to tear down the existing dilapidated house and make this property buildable site or a site on which we could move the house from 227 5th Ave.

The old house cannot be salvaged. It was built in 1901 and hasn't had anyone living in it for a many years. The house has a 1st floor area of 944 sq ft and a partial basement of 424 sq ft. The 2-car detached garage is 24 x 30 and was built in 1972. It's in better shape than the house



There are two parcels - #206-0056-1 & #206-0056-2. Located on the south side of 14th Street between East and Ash Street. (Formerly Gene "Pinky" Higgins). The map below provides an location of the lots. The County has to complete work on their side before the property will be available to the City.

The City Staff are requesting Council's authorization to proceed with work to acquire this property from Sauk County.



Ed Geick