

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 26, 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 April 12, 2016 minutes.
2. **Accounts Payable –** Review and recommendation on paying \$ 768,871.69 *
3. **Civic Center Lease –** Review and recommendation of long term lease with Wisconsin DPI for use of Civic Center Room 35. *
4. **Driftless Glen Properties –** Review and recommendation of Right of First Refusal for purchase of city property at 1405 Lake Street. *
5. **Purchasing Policy –** Review and recommendation of purchasing policy changes.
6. **Claims Committee Limits –** Review and recommendation of claims committee limits.
7. **Committee Comments**
8. **Adjournment**

Joel Petty, Chairperson

Agenda prepared by D. Munz & posted on 04/22/2016

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, C. Giese, E. Geick, A. Kleczek-Bolin, M. Hardy, 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 Thurow, seconded by Sloan to approve the minutes of March 22, 2016. Motion carried unanimously.

Accounts Payable – Moved by Sloan, seconded by Thurow to recommend Council approval of the accounts payable for **\$1,219,015.38**. Motion carried unanimously.

Menard Claim – Attorney Bolin explained that Menards is disputing their 2015 assessment and she does not see merit to their claim and recommends disallowing the claim. Moved by Sloan, seconded by Thurow to recommend disallowing the claim and carried unanimously.

Civic Center Bathroom Renovation – Park & Recreation Director Hardy provided bids for renovating the locker rooms in the civic center. He received 6 interested bidders and only 2 submitted by the deadline. The Park and Recreation Commission have recommended the bid of Friede & Associates for approval in the amount of \$114,756 and the work can be done by August. They are expecting very little interruption in the gym and with the facility users. Moved by Thurow, seconded by Sloan and carried to recommend the low bid of Friede & Associates.

Park & Recreation Maxwell Potter Conservancy – Mike Hardy explained the shelter and restroom project at Maxwell Park Conservancy. Only two bids were received and the low bidder was Friede & Associates for \$60,386 who can complete the project this summer. Moved by Sloan, seconded by Thurow to accept the low bid of Friede & Associates and carried unanimously.

Property Acquisition – City Administrator Geick explained that the property at 212 14th Street could be offered for sale by the County for back taxes. The County has instead offered the property to the City at no cost. The house is dilapidated and needs to be removed. If acquired, the plans would be to remove the current house and move the house at 227 5th Avenue to this location and any remnant property be resold to neighboring properties. Moved by Sloan, seconded by Thurow to proceed with acquiring the property at 212 14th Street from the County at no cost.

Committee Comments: None.

Adjournment – Moved by Thurow, seconded by Sloan and carried to adjourn. Motion carried, meeting adjourned at 6:39 p.m.

Cheryl Giese, Clerk-Finance Director

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Check #	Check Date	Vendor Name	Check Amount
Invoice Number	Invoice Date	Invoice Description	Account Number
7001082	4/21/16	ADVANCED DISPOSAL	\$83.70
A20000327111	3/31/16	LIBE- GARBAGE AND RECYCLIN	851-51-55110-00260-000 83.70
7001083	4/21/16	CAPITAL NEWSPAPERS	\$28.41
1352438	4/6/16	CLK- SPRING ELECTION NOTICE	100-11-51440-00210-000 16.09
1351923	4/6/16	CLK- PUBLIC TESTING NOTICE	100-11-51440-00210-000 12.32
7001084	4/21/16	CROELL REDI-MIX	\$749.38
103167	3/31/16	PK - Pierce restroom concrete	430-52-55200-00822-000 749.38
7001085	4/21/16	LARK UNIFORM, INC.	\$207.70
218907	4/13/16	FD- BECKWITH SHIRTS	100-21-52200-00346-000 99.90
218939	4/13/16	PD- USTUPSKI BATON POUCH	100-20-52110-00346-000 23.95
218075	4/1/16	PD- CHIEF TSHIRTS	100-20-52110-00346-000 41.95
218073	4/1/16	PD- FRIE FLASHLIGHT BATTERIE	100-20-52120-00346-000 41.90
7001086	4/21/16	LEXISNEXIS	\$80.00
1603421301	3/31/16	ATT- MARCH INFORMATION	100-13-51300-00320-000 80.00
7001088	4/21/16	MENARDS - BARABOO	\$1,130.70
15214	3/30/16	ENG- BATTERIES	100-30-53100-00310-000 14.99
16381	4/13/16	PRKS- SUPPLIES FOR PIERCE PR	100-52-55200-00340-000 11.96
16381	4/13/16	PRKS- SUPPLIES FOR PIERCE PR	430-52-55200-00822-000 97.47
16416	4/13/16	PRKS- SUPPLIES FOR ZOO 420127-90	100-52-55410-00340-000 57.34
16416	4/13/16	PRKS- SUPPLIES FOR ZOO 718-276-72	100-52-55410-00350-000 10.74
16416	4/13/16	PRKS- SUPPLIES FOR ZOO 8-467-07	100-52-55410-00342-000 24.93
15609	4/4/16	PRKS- PIERCE PARK RESTROOM 768,871.69	430-52-55200-00822-000 60.51
15785	4/6/16	PRKS- SPRAY FOR SHOES	100-52-55200-00340-000 28.94
15951	4/8/16	PRKS- PIERCE RESTROOM FENC	430-52-55200-00822-000 331.96
15952	4/8/16	PRKS- PIERCE RESTROOM FENC	430-52-55200-00822-000 15.96
15958	4/8/16	CLK- MAINT. FOR BUILDING	100-11-51610-00350-000 30.17
15958	4/8/16	CLK- MAINT. FOR BUILDING	630-35-53510-00350-000 5.19
15880	4/7/16	PRKS- SUPPLIES	100-52-55200-00350-000 69.42
14614	3/22/16	PRKS- CIVIC CENTER LANSCAP	100-52-55130-00260-000 68.26
13765	3/11/16	PRKS- PIERCE PARK RESTROOM	100-52-55200-00350-000 17.44
16274	4/12/16	PK- PLANER FOR WOODSHOP-IM	250-52-55200-00392-000 149.00
16383	4/13/16	PW- HINGE	100-31-53240-00350-000 9.96
16201	4/11/16	PW- EMERGENCY LIGHTS	100-31-53270-00340-000 29.99
16199	4/11/16	PW- EXIT BATTERY	100-31-53270-00350-000 18.98
16355	4/13/16	PW- WIRE AND SPLICE	100-31-53370-00340-000 31.74
16200	4/11/16	PW- BATTERY RETURN	100-31-53270-00350-000 -18.98
16486	4/14/16	PW- SUPPLIES FOR BUILDING	430-31-53270-00822-000 64.73
7001089	4/21/16	STATE BAR OF WISCONSIN	\$72.35
5003348	4/6/16	ATT- TRAFFIC CODEBOOK 2016	100-13-51300-00320-000 72.35
7001090	4/21/16	TAPCO TRAFFIC & PARKING	\$170.50
1521839	3/31/16	PW- STREET SIGNS	100-31-53300-00364-000 170.50

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Check #	Check Date	Vendor Name		Check Amount
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7001091	4/21/16	UNIFIRST CORPORATION		\$259.28
098 1961619	4/20/16	CLK- MATS	100-11-51610-00260-000	32.00
098 1960654	4/13/16	CLK- MATS	100-11-51610-00260-000	41.50
098 1960657	4/13/16	PW- MATS/SUPPLIES/UNIFORMS	100-31-53270-00340-000	85.60
098 1961622	4/20/16	PW- MATS/SUPPLIES/UNIFORMS	100-31-53270-00340-000	100.18
7001092	4/21/16	V&H, INC.		\$5,643.14
2258676 RI	3/21/16	PW - REPAIRS TO PRENTICE, #15	100-31-53240-00350-000	5,317.63
2266438 RI	4/6/16	FD- DOOR LOCK ASSEMBLY/HAN	100-21-52200-00350-000	244.34
2265838	4/5/16	PW- #15 DOOR GLASS	100-31-53240-00350-000	55.33
2265966 RI	4/5/16	PW- #17 AERIAL KIT	100-31-53240-00350-000	25.84
7001093	4/21/16	WISCONSIN TAXPAYERS ALLIANCE		\$41.91
5478 2016	4/7/16	ADMIN- 3 SUBSCRIPTIONS	100-13-51300-00320-000	13.97
5478 2016	4/7/16	ADMIN- 3 SUBSCRIPTIONS	100-10-51410-00320-000	13.97
5478 2016	4/7/16	ADMIN- 3 SUBSCRIPTIONS	100-11-51520-00320-000	13.97

Total Checks: 11 Grand Total: \$8,467.07

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

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178326	4/21/16	ACTION ELECTRIC INC		\$925.00
45425	3/30/15	PRKS- WIRE NEW BATHROOM	430-52-55200-00822-000	490.00
45231	3/30/16	PRKS- DEMO BATHROOM WORK	430-52-55200-00822-000	435.00
178327	4/21/16	AGENCY 360		\$597.00
INV- 572	4/15/16	PD-Annual Training software sub scription	100-20-52110-00320-000	597.00
178329	4/21/16	ALLIANT ENERGY		\$11,015.56
2949930000041	4/11/16	CLK- ELEC/HEAT	100-11-51610-00222-000	1,501.91
2949930000041	4/11/16	CLK- ELEC/HEAT	100-11-51610-00223-000	563.08
0031230000041	4/11/16	PRKS- 8TH AVE SHELTER	100-52-55200-00222-000	8.57
0412720000041	4/11/16	PRKS- 124 2ND STREET	100-52-55130-00222-000	1,670.54
0412720000041	4/11/16	PRKS- 124 2ND STREET	100-52-55130-00223-000	1,002.01
4988720000041	4/14/16	PRKS- CC HVAC SAVINGS LIGHT	300-10-58220-00620-000	9.02
4988720000041	4/14/16	PRKS- CC HVAC SAVINGS LIGHT	300-10-58120-00610-000	812.85
2666340000041	4/11/16	PRKS- POOL ELEC/HEAT	100-52-55410-00222-000	27.05
2666340000041	4/11/16	PRKS- POOL ELEC/HEAT	100-52-55410-00223-000	56.08
0294130000041	4/15/16	PRKS- ELECTRIC HILL ST PUMP	100-52-55200-00222-000	26.00
8377820000041	4/13/16	PRKS- 903 PARK STREET	100-52-55410-00222-000	344.24
8377820000041	4/13/16	PRKS- 903 PARK STREET	100-52-55410-00223-000	63.83
9819640000041	4/13/16	PRKS- AVIERY RIDGE STREET	100-52-55410-00222-000	90.11
0562810000041	4/15/16	FD- SIREN 11TH & WASHINGTON	100-21-52500-00222-000	1.34
8793820000041	4/13/16	PRKS- RIDGE ST SHELTER ELEC	100-52-55200-00222-000	32.76
7858850000041	4/13/16	PRKS- LAKE ST POND ELEC	100-52-55200-00222-000	39.29
6785040000041	4/13/16	PRKS- 641 2ND AVE ELECTRIC	100-52-55200-00222-000	25.27
5766130000041	4/13/16	PRKS- ELEC 2ND AVE FIELD	100-52-55200-00222-000	81.15
6710250000041	4/13/16	PW- CITY SERVICES ELEC/HEAT	100-31-53270-00222-000	2,267.23
6710250000041	4/13/16	PW- CITY SERVICES ELEC/HEAT	100-31-53270-00223-000	1,468.75
5397730000041	4/15/16	PW- POTTER ST ELECTRIC	100-31-51630-00222-000	10.84
9083840000041	4/15/16	PW- BRIAR ST SHOP ELEC/HEAT	100-31-51630-00222-000	113.11
9083840000041	4/15/16	PW- BRIAR ST SHOP ELEC/HEAT	100-31-51630-00223-000	134.76
APRIL 26, 201	4/14/16	PW- STREET AND TRAFFIC LIGHT	100-31-53300-00222-000	68.58
APRIL 26, 201	4/14/16	PW- STREET AND TRAFFIC LIGHT	100-31-53420-00222-000	597.19
178330	4/21/16	ALLIED 100 LLC		\$426.60
674173	4/12/16	PD- AED BATTERY / PADS	100-20-52110-00392-000	426.60
178331	4/21/16	BADGER SPORTING GOOD CO., INC.		\$92.08
AAJ005464-AD	4/18/16	PRKS- TENNIS BALLS/SHIPPING	100-53-55300-00340-100	92.08
178333	4/21/16	BARABOO DISTRICT AMBULANCE		\$1,500.00
19118	2/20/16	PD- BLOOD DRAW 3481	100-20-52110-00270-000	100.00
270	1/30/16	PD- BLOOD DRAW 3259	100-20-52110-00270-000	100.00
73356	1/7/16	PD- BLOOD DRAW 3145	100-20-52110-00270-000	100.00
14450	1/16/16	PD- BLOOD DRAW 3251	100-20-52110-00270-000	100.00
19114	1/23/16	PD- BLOOD DRAW 3275	100-20-52110-00270-000	100.00
21913	2/21/16	PD- BLOOD DRAW 2193	100-20-52110-00270-000	100.00

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19108	1/13/16	PD- BLOOD DRAW 3223	100-20-52110-00270-000 100.00
09604	1/8/16	PD- BLOOD DRAW 3157	100-20-52110-00270-000 100.00
02634	2/4/16	PD- BLOOD DRAW 3390	100-20-52110-00270-000 100.00
19646-1/15/16	1/15/16	PD- BLOOD DRAW 1191	100-20-52110-00270-000 100.00
19646	1/15/16	PD- BLOOD DRAW 1191	100-20-52110-00270-000 100.00
09606	1/9/16	PD- BLOOD DRAW 3166	100-20-52110-00270-000 100.00
22932	2/22/16	PD- BLOOD DRAW 3378	100-20-52110-00270-000 100.00
21903	2/21/16	PD- BLOOD DRAW 3487	100-20-52110-00270-000 100.00
27989	2/27/16	PD- BLOOD DRAW 3385	100-20-52110-00270-000 100.00
178334	4/21/16	BARABOO SCHOOL DISTRICT	\$24,246.64
2016 1ST QTR	4/19/16	TR- 1ST QTR 2016 MOBILE HOME	100-00-00000-24610-000 12,496.60
2015 4TH QTR	2/8/16	TR- 4TH QTR MOBILE HOME	100-00-00000-24610-000 11,750.04
178335	4/21/16	BAYCOM INC.	\$290.00
EQUIPINV_00	4/7/16	PD- INTERFACE CABLE	100-20-52110-00392-000 290.00
178336	4/21/16	BIG O'S TRAILERS INC	\$20.23
46955	4/14/16	PW- HINGE FOR #52	100-31-53240-00350-000 20.23
178337	4/21/16	BILL'S TOWING AND AUTO REPAIR	\$65.00
P-16315	4/11/16	PD- #00304625 974XPT	100-20-00000-45120-000 65.00
178338	4/21/16	BURROUGHS LOCK SERVICE	\$279.40
7003	3/25/16	PD- KEY TAGS/DUPLICATE KEY	100-20-52110-00340-000 16.10
7007	3/25/16	PW- CSC BUILDING KEYS	100-31-53270-00260-000 263.30
178339	4/21/16	CARDMEMBER SERVICE	\$239.79
7473 5/10/16	4/13/16	IT- CAT 5/6E PATCH CABLE TOO	100-10-51450-00340-000 239.79
178340	4/21/16	CENTURYLINK	\$46.63
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	630-35-53510-00220-000 0.06
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-10-51100-00220-000 0.76
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-10-51410-00220-000 0.76
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-11-51420-00220-000 8.41
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-11-51610-00220-000 0.76
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-11-51530-00220-000 1.15
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-11-51520-00220-000 4.97
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-13-51300-00220-000 1.91
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-14-51400-00220-000 1.91
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-20-52110-00220-000 7.65
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-21-52200-00220-000 5.73
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-22-52400-00220-000 1.53
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-30-53100-00220-000 2.68
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-31-53230-00220-000 2.99
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-52-55130-00220-000 1.53
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-52-55200-00220-000 1.59
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-52-55410-00220-000 0.35
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-53-55300-00220-000 1.47
1371223493	3/31/16	CITY- PHONES LONG DISTANCE	100-53-55420-00220-000 0.30

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1371223493	3/31/16	CITY- PHONES LONG DISTANCE	800-80-55600-00220-000	0.12
178341	4/21/16	COMMUNITY FIRST BANK		\$27,057.45
04/08/16	4/8/16	CITY- LOAN 874477001 CC	300-10-58220-00620-000	2,980.56
04/08/16	4/8/16	CITY- LOAN 874477001 CC	300-10-58120-00610-000	24,076.89
178342	4/21/16	COMPASS MINERALS AMERICA		\$13,013.61
71474513	4/6/16	PW- SALT	100-31-53350-00378-000	13,013.61
178343	4/21/16	CORE BTS, INC		\$78.78
INVDRP15466	4/11/16	CLK- CISCO SMARTNET RENEWA	100-10-51450-00250-000	78.78
178344	4/21/16	CROMWELL/TRINA//		\$177.18
4/17/16	4/17/16	PD- PANTS FROM JCPENNY'S	100-20-52130-00346-000	177.18
178345	4/21/16	DELL MARKETING L.P.		\$200.00
XJX2PMMW6	4/1/16	ATT- NEW MONITOR	100-13-51300-00392-000	200.00
178346	4/21/16	DELL PRAIRIE PRINTERS, INC.		\$1,791.68
04318	4/18/16	FD- REFILL FOR PEN	100-21-52200-00310-000	4.18
04199	4/11/16	PK-Summer brochures	100-53-55300-00210-000	1,787.50
178347	4/21/16	ENVIROTECH EQUIPMENT CO LLC		\$862.72
040616-2A	4/6/16	PW- SWEEPER PARTS	950-36-81000-00350-000	157.12
040616-1A	4/6/16	PW - SWEEPER PARTS	950-36-81000-00350-000	705.60
178348	4/21/16	FASTENAL COMPANY		\$87.83
WIBAR184498	3/22/16	PRKS- EPOXY GUN AND CART	100-52-55130-00340-000	87.83
178349	4/21/16	FAULK'S BROTHERS CONSTRUCTION		\$456.49
00224997	4/13/16	PRKS- INFIELD MIX	100-52-55200-00377-000	456.49
178350	4/21/16	FRESH AIR CONCEPTS		\$133.72
4671	4/12/16	CLK- HAND SOAP	100-11-51610-00340-000	133.72
178351	4/21/16	GLACIER GLASS		\$75.00
013823	4/4/16	PRKS- PIERCE PARK RESTROOM	430-52-55200-00822-000	75.00
178352	4/21/16	HD SUPPLY FACILITIES		\$61.00
9144646646	3/29/16	PRKS- CC KITCHEN SIGN	100-52-55130-00340-000	61.00
178353	4/21/16	HOHL'S FARM SUPPLY INC		\$157.45
48614	4/11/16	PRKS- ANIMAL FEED	100-52-55410-00342-000	157.45
178354	4/21/16	JEWELL ASSOC ENGINEERS INC		\$3,202.80
6091	3/31/16	ENG- DESIGN OF MOORE ST BRI	430-30-53330-00270-000	3,202.80
178355	4/21/16	KLEENMARK		\$295.03
153131	4/13/16	CLK- CLEANING SUPPLIES	100-11-51610-00340-000	295.03
178356	4/21/16	LAFORCE INC		\$721.00
132-0974 SD	3/24/16	ENG- CSC BUILDING DOOR REPA	430-31-53270-00822-000	721.00

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178357	4/21/16	LAROWE GERLACH TAGGART LLP		\$2,105.92
MARCH 2016	3/31/16	ATT- CASES HANDLED	100-13-51300-00215-000	2,105.92
178358	4/21/16	LYCON INC.		\$891.87
0784023-IN	3/31/16	CC -SOUTH ENTRANCE CONCRETE	100-52-55130-00350-000	891.87
178359	4/21/16	MAILBOXES PACK N SHIP LLC		\$19.11
37853	4/13/16	FD- SHIP TO LAWRENCE FACTO	100-21-52200-00343-000	19.11
178360	4/21/16	MESSER/RON//		\$500.00
541678	4/18/16	PW- WHEAT STRAW	100-31-53300-00377-000	500.00
178361	4/21/16	MINNESOTA LIFE INSURANCE CO		\$1,519.58
MAY 2016	4/1/16	CITY- CITY LIFE INSURANCE	100-00-00000-21533-000	1,519.58
178362	4/21/16	MSA PROFESSIONAL SERVICES INC		\$3,943.91
350820-3	3/15/16	325 LYNN ST PECFA - SAG	380-10-56600-00270-000	2,029.65
350380-36	3/25/16	ENG- GIS ASSISTANCE	100-30-53100-00215-000	192.00
350730-10	4/6/16	PRKS- PIERCE PARK STAKING	250-52-55200-00821-000	300.50
350330-24	4/15/16	ENG- LANDFILL MONITORING	100-31-53630-00215-000	1,421.76
178363	4/21/16	MTAW - MUNICIPAL TREASURER'S		\$165.00
2016 MK	2/1/16	TR- KLINGENMEYER DUES 2016	100-11-51520-00320-000	55.00
2016 GIESE	4/1/16	TR- CHERYL RENEWAL 2016	100-11-51420-00320-000	55.00
2016 LAUX	4/1/16	TR- LAUX MEMBERSHIP 2016	100-11-51520-00320-000	55.00
178364	4/21/16	NAPA AUTO PARTS		\$491.04
244189	4/18/16	FD- CONNECTOR	100-21-52200-00350-000	2.77
236009	1/21/16	PRKS- BUNKER RAKE BATTERY	100-52-55200-00250-000	46.34
237139	2/3/16	PRKS- BATTERY FOR GATOR	100-52-55200-00250-000	35.12
234719	1/8/16	PD- CLEANER/REMOVER/SPREAI	100-20-52110-00240-000	62.27
244147	4/18/16	PW- SHOP OIL ROOM PUMP	100-31-53270-00350-000	42.45
243817	4/14/16	PW- STOCK AIR FILTER	100-31-53240-00350-000	30.80
243164	4/7/16	PW- CSC REPAIRS	430-31-53270-00822-000	13.89
243165	4/7/16	PW- SHOP VACCUUM FILTER	430-31-53270-00822-000	55.56
242943	4/6/16	PW- CREDIT FOR PARTS	100-30-53100-00240-000	-124.24
242943	4/6/16	PW- CREDIT FOR PARTS	100-31-53240-00350-000	7.99
242850	4/5/16	PW- PARTS FOR VAN	100-30-53100-00240-000	318.09
178365	4/21/16	NATIONAL ELEVATOR INSPECTION		\$144.00
0228048	4/11/16	CLK- ELEVATOR INSPECTION	100-11-51610-00260-000	83.00
0224903	3/15/16	LIBE- INSPECTION	851-51-55110-00260-000	61.00
178366	4/21/16	NORTHLAND DOOR SYSTEMS, INC.		\$90.00
109049	4/18/16	PW- DOOR 7 WASH BAY	100-31-53270-00260-000	90.00
178368	4/21/16	OFFICE DEPOT INC		\$818.89
832428004002	4/7/16	ENG- COLOR PAPER	100-30-53100-00310-000	65.30
832166519001	4/6/16	PD- 8GB STORAGE UNIT	100-20-52130-00310-000	16.71
832166572001	4/4/16	PD- MEMORY CARD	100-20-52130-00310-000	25.08

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833141745001	4/7/16	PD- INK	100-20-52130-00310-000 78.44
831908123001	3/31/16	CLK- ELECTION SUPPLIES	100-11-51440-00340-000 138.75
831908123001	3/31/16	CLK- ELECTION SUPPLIES	100-11-51420-00340-000 82.50
831908191001	3/31/16	ELEC- LANYARDS	100-11-51440-00340-000 4.95
832138039001	4/1/16	CLK- TONER FOR CHERYL	100-11-51420-00340-000 62.79
832178016001	4/1/16	PD- ENVELOPES	100-20-52130-00310-000 14.99
832177941001	4/1/16	PD- ENVELOPE	100-20-52130-00310-000 97.15
832368436001	4/4/16	PD- SNAGLESS CABLE	100-20-52130-00310-000 7.70
831931462001	3/31/16	ADMIN- POSTITS/ ELEC- FINGER	100-11-51440-00340-000 28.55
831931462001	3/31/16	ADMIN- POSTITS/ ELEC- FINGER	100-14-51400-00310-000 25.58
833634331001	4/11/16	ADMIN- TONER	100-14-51400-00310-000 122.92
832428004001	4/4/16	ADMIN- PAPER & SUPPLIES	100-30-53100-00310-000 29.14
832428004001	4/4/16	ADMIN- PAPER & SUPPLIES	100-14-51400-00310-000 9.18
832428004001	4/4/16	ADMIN- PAPER & SUPPLIES	100-13-51300-00310-000 9.16
178369	4/21/16	PERKINS OIL CO INC	
0478299-IN	4/5/16	PW- OIL MARCH	100-31-53240-00348-000 458.95
178370	4/21/16	PET SUPPLY/THE//	
51604	4/18/16	PRKS- ZOO FOOD	100-52-55410-00342-000 145.97
51449	4/11/16	PRKS- ZOO FOOD	100-52-55410-00342-000 64.56
51528	4/14/16	PRKS- ZOO FOOD	100-52-55410-00342-000 33.87
51267	4/4/16	PRKS- ZOO FOOD	100-52-55410-00342-000 21.52
178371	4/21/16	PIERCE'S MARKETPLACE INC	
319160 4/1/16	4/1/16	PRKS- ANIMAL FOOD	100-52-55410-00342-000 4.17
319160 4/18/16	4/18/16	PRKS- ZOO FOOD	100-52-55410-00342-000 45.84
319160 4/18/16	4/18/16	PRKS- ZOO FOOD	100-52-55410-00340-000 2.06
178372	4/21/16	POINTON HEATING & AIR	
000675210000	4/12/16	CC- REAR MOTOR RING ON PUM	100-52-55130-00260-000 174.54
001154010000	4/1/16	PK - BATHHOUSE WATER HEATE	100-53-55420-00861-000 7,605.50
178373	4/21/16	QUILL CORPORATION	
4668577	4/1/16	PRKS- PIERCE TISSUE DISPENSE	430-52-55200-00822-000 60.98
4918759	4/8/16	PRKS- SCISSORS	100-53-55300-00310-000 12.99
4918758	4/12/16	PRKS- MANILLA FOLDERS	100-52-55200-00310-000 5.29
4852064	4/8/16	PRKS- OFFICE SUPPLIES	100-52-55200-00310-000 111.96
178374	4/21/16	REINDERS, INC.	
1627015-00	4/13/16	PRKS- AERATOR MAINT KIT	100-52-55200-00350-000 142.25
178375	4/21/16	RIICOH USA INC	
5041545608	4/10/16	ADMIN - IMAGES	100-11-51420-00250-000 201.24
178376	4/21/16	RIVERSIDE RENTALS	
62713	3/26/16	PRKS- BOSCH BRUT	100-52-55130-00260-000 40.00
178377	4/21/16	RUTTER/SCOTT//	
219675	3/8/16	CSC - CARPET TILE INSTALLATIC	430-31-53270-00822-000 612.00

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219677	3/23/16	CSC - CARPET TILE INSTALLATIC	430-31-53270-00822-000	755.00
2003 206-9266	4/20/16	2003 S & S INTERIORS PP TAX	100-00-00000-12320-000	-76.73
2003 206-9266	4/20/16	2003 S & S INTERIORS PP TAX	100-11-00000-41800-000	-33.76
2004 206-9266	4/20/16	2004 S & S INTERIORS PP TAX	100-00-00000-12320-000	-142.71
2004 206-9266	4/20/16	2004 S & S INTERIORS PP TAX	100-11-00000-41800-000	-45.67
219682	4/11/16	CSC-CARPET & QUARRY TILE R CEMENT	430-31-53270-00822-000	1,090.00
219684	4/14/16	CSC-CARPET & QUARRY TILE R CEMENT	430-31-53270-00822-000	630.00
178378	4/21/16	SABOL/AMANDA//		\$50.00
04/17/16	4/17/16	PD- CHILD PASS. RECERT FEE	100-20-52110-00320-000	50.00
178379	4/21/16	SAUK COUNTY HIGHWAY DEPT		\$771.12
2739	4/11/16	PW- SALT STORAGE	100-31-53350-00378-000	771.12
178380	4/21/16	SAUK COUNTY REGISTER OF DEEDS		\$334.00
201600000045	2/3/16	ENG- COPIES	100-30-53100-00320-000	4.00
201600000066	4/7/16	ENG- ZONING/PLANNING DEEDS	100-22-56400-00210-000	330.00
178381	4/21/16	SAUK COUNTY SHERIFF'S DEPT		\$848.71
MARCH 2016	4/14/16	PD- MARCH 2016 TRANSPORTS	100-20-52110-00270-000	848.71
178382	4/21/16	SENGER LUMBER INC.		\$177.89
175671	4/6/16	PRKS- PIERCE PARK LUMBER	430-52-55200-00822-000	177.89
178383	4/21/16	SHI INTERNATIONAL CORP		\$166.89
B04609667	2/19/16	ENG- PRINTER CARTRIDGES	100-30-53100-00310-000	111.26
B40808067	4/5/16	ENG- PRINTER CARTRIDGE	100-30-53100-00310-000	55.63
178384	4/21/16	SHIMON/JEFFERY//		\$39.36
04062016	4/6/16	PD- MEALS IN FRANKLIN	100-20-52110-00320-000	39.36
178385	4/21/16	SHOE BOX /THE//		\$150.00
63244	4/3/16	PRKS- KUJAK WORK BOOTS	100-52-55200-00319-000	150.00
178386	4/21/16	SIRCHIE FINGER PRINT		\$154.70
0250314-IN	4/13/16	PD- EVIDENCE TAPE/BLUE TAPE	100-20-52120-00340-000	154.70
178387	4/21/16	BORHART/DANIEL//		\$357.75
28650652	4/5/16	PW- 10 TON MAINTENANCE KIT	100-31-53240-00340-000	357.75
178388	4/21/16	SOUTH CENTRAL ENVIRONMENTAL		\$58.00
124 JHUN-8S6C	4/1/16	PRKS- FOOD LICENSE FEE 2016	100-52-55410-00321-000	58.00
178389	4/21/16	SUPREME AWARDS		\$38.55
043640	4/13/16	PD- ENGRAVING FOR PLAQUES	100-00-00000-34211-000	19.27
043640	4/13/16	PD- ENGRAVING FOR PLAQUES	100-21-52200-00390-000	19.28
178390	4/21/16	TASC		\$115.42
IN771927	4/11/16	CITY- EFLEX FUNDS DUE-FICHTF	100-52-55200-00136-000	115.42
178391	4/21/16	TERRYTOWN PLUMBING INC		\$195.00
135337	4/15/16	PRKS- PIERCE RR ADDITION	430-52-55200-00822-000	195.00

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178392	4/21/16	TSM CONTAINERS		\$5,690.00
4087	4/1/16	FD-40' SHIPPING CONTAINERS (100-00-00000-34220-000	5,690.00
178393	4/21/16	UNITED PARCEL SERVICE		\$18.64
0000A1338W1	4/2/16	CITY- PACKAGES SHIPPED OUT	100-20-52110-00250-000	8.89
0000A1338W1	4/2/16	CITY- PACKAGES SHIPPED OUT	100-10-51410-00310-000	9.75
178394	4/21/16	UNIVERSAL TRUCK EQUIPMENT INC		\$2,728.44
41345	2/24/16	PW-#12 SPRAYER FOR PREWETTI SYSTEM	100-31-53350-00392-000	2,728.44
178395	4/21/16	US CELLULAR		\$721.06
131528116	4/8/16	CITY- BIZSHARE	100-31-53230-00220-000	17.33
131528116	4/8/16	CITY- BIZSHARE	100-11-51610-00220-000	18.08
131528116	4/8/16	CITY- BIZSHARE	100-21-52200-00220-000	18.08
131528116	4/8/16	CITY- BIZSHARE	100-20-52110-00220-000	286.95
131276112	4/8/16	CITY- BELIEF 1500	100-10-51410-00220-000	38.25
131276112	4/8/16	CITY- BELIEF 1500	100-00-00000-15640-000	38.75
131276112	4/8/16	CITY- BELIEF 1500	100-21-52200-00220-000	56.35
131276112	4/8/16	CITY- BELIEF 1500	100-14-51400-00220-000	38.75
131276112	4/8/16	CITY- BELIEF 1500	100-30-53100-00220-000	38.75
131276112	4/8/16	CITY- BELIEF 1500	100-20-52110-00220-000	38.24
131220687	4/8/16	CITY- STATE PLAN	100-22-52400-00220-000	1.19
131220687	4/8/16	CITY- STATE PLAN	100-31-53230-00220-000	1.19
131220687	4/8/16	CITY- STATE PLAN	100-21-52200-00220-000	2.53
131220687	4/8/16	CITY- STATE PLAN	100-20-52110-00220-000	96.51
131220687	4/8/16	CITY- STATE PLAN	100-53-55300-00220-000	8.84
131220687	4/8/16	CITY- STATE PLAN	100-52-55130-00220-000	2.04
131220687	4/8/16	CITY- STATE PLAN	100-00-00000-15640-000	1.19
131220687	4/8/16	CITY- STATE PLAN	100-00-00000-15980-000	18.04
178396	4/21/16	VILLAGE OF WEST BARABOO		\$319.89
1ST QTR 2016	4/15/16	ENG- HWY 12 LIGHTS	100-31-53420-00222-000	319.89
178397	4/21/16	VOYAGER FLEET SYSTEMS, INC		\$7,780.56
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-30-53100-00348-000	89.43
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-21-52200-00348-000	374.71
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-20-52110-00348-000	86.09
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-20-54110-00348-000	72.04
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-20-52110-00348-000	2,504.25
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-52-55200-00348-000	298.09
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53240-00348-000	776.65
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53300-00348-000	496.61
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53350-00348-000	348.14
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53370-00348-000	245.08
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53620-00348-000	1,046.13
869251835615	4/8/16	CITY- FLEET GAS CARDS	100-31-53635-00348-000	717.31
869251835615	4/8/16	CITY- FLEET GAS CARDS	950-36-81000-00348-000	726.03
178398	4/21/16	WEAVER AUTO PARTS-BARABOO		\$50.11

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10IN010514	4/6/16	PK- AERATOR PUMP REPAIR DEP	100-52-55200-00350-000	50.11
178399	4/21/16	WICHNER/MARK//		\$227.12
04/19/2016	4/19/16	PD- DUTY BELT AND HOLSTER	100-20-52110-00346-000	227.12
178400	4/21/16	WIS DEPT OF SAFETY - DSPS-IND		\$100.00
404470	4/14/16	CLK- ELEVATOR PERMIT	100-11-51610-00260-000	50.00
403332	3/31/16	PRKS- CIVIC CENTER ELEVATO	100-52-55130-00250-000	50.00
178401	4/21/16	WIS DEPT OF TRANSPORTATION-BBS		\$1,288.07
69877	3/7/16	AIR- LAND LOAN 56 INTEREST	632-10-58220-00620-000	1,288.07
178402	4/21/16	BARABOO NATIONAL BANK		\$585,170.63
5/1/2016 PRIN	5/1/16	CITY- 5,060 BOND PRINCIPAL	300-10-58110-00610-000	300,000.00
5/1/2016 PRIN	5/1/16	CITY- 5,060 BOND PRINCIPAL	360-10-58210-00620-000	220,000.00
05/01/2016 INT	5/1/16	CITY- 5,060 BOND INTEREST	300-10-58210-00620-000	36,925.00
05/01/2016 INT	5/1/16	CITY- 5,060 BOND INTEREST	360-10-58210-00620-000	28,245.63
Total Checks:			74	Grand Total:
				\$718,276.72

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

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14342	4/15/16	ALLIANT ENERGY	\$8,380.80
W921475APR1	4/7/16	WATER-COMM AVE BOOSTER S	970-37-62300-00222-000 518.44
W921475APR1	4/7/16	WATER-COMM AVE BOOSTER S	970-37-66500-00223-000 38.38
W082330APR1	4/8/16	WATER-WELL NO. 6-SAUK AVE	970-37-62300-00222-000 2,951.62
W082330APR1	4/8/16	WATER-WELL NO. 6-SAUK AVE	970-37-66500-00223-000 35.19
W799954APR1	4/8/16	WATER-BIRCH ST TWR-RADIO B	970-37-66500-00222-000 150.94
W430251APR2	4/11/16	WATER-WELL NO. 8-721 2ND AV	970-37-62300-00222-000 2,479.99
W430251APR2	4/11/16	WATER-WELL NO. 8-721 2ND AV	970-37-66500-00223-000 19.60
W406031APR2	4/12/16	WATER-WELL NO. 4-7TH ST	970-37-62300-00222-000 2,139.97
W406031APR2	4/12/16	WATER-WELL NO. 4-7TH ST	970-37-66500-00223-000 46.67
14343	4/15/16	BARABOO PLUMBING LLC	\$633.45
W3527	4/6/16	WA-SERVICE REPAIR@202 EAST BARABOO ARTS BL	970-37-67500-00238-000 633.45
14344	4/15/16	BLAINS FARM & FLEET - UTILITY	\$264.80
W1870	3/3/16	WATER-HOSE ENDS	970-37-66500-00340-000 10.18
S0395	3/15/16	SEWER-SLUDGE TRUCK OIL/PA	960-36-82810-00240-000 109.62
W8052	3/28/16	WATER-1/2" IMPACT WRENCH	970-37-66500-00392-000 145.00
14345	4/15/16	BRUCE MUNICIPAL EQUIPMENT INC	\$388.17
U5160796	2/11/16	UTIL-JETVAC DEBRIS HOSE (8x	950-36-83100-00340-000 194.08
U5160796	2/11/16	UTIL-JETVAC DEBRIS HOSE (8x	960-36-83100-00250-000 194.09
14346	4/15/16	CITY TREASURER - WATER	\$5,372.42
S91009000MA	3/31/16	SEWER-MANCHESTER PLANT	960-36-82700-00221-000 388.38
S91009000MA	3/31/16	SEWER-MANCHESTER PLANT	960-36-82700-00226-000 338.53
S91011000MA	3/31/16	SEWER-MANCHESTER SLUDGE	960-36-82710-00221-000 3,474.81
S91011000MA	3/31/16	SEWER-MANCHESTER SLUDGE	960-36-82710-00226-000 228.97
S91010000MA	3/31/16	SEWER-HEADWORKS BLDG	960-36-82200-00221-000 754.61
W78097800MA	3/31/16	WATER-OAK ST HILIFT/RESERV	970-37-60300-00226-000 12.31
W78097800MA	3/31/16	WATER-OAK ST HILIFT/RESERV	970-37-66500-00226-000 34.47
W99000460MA	3/31/16	WATER-BIRCH ST TOWER	970-37-66500-00226-000 12.31
W99001220MA	3/31/16	WATER-WELL NO. 4	970-37-60300-00226-000 12.31
W99002190MA	3/31/16	WATER-WELL NO. 2	970-37-60300-00226-000 20.93
W99002640MA	3/31/16	WATER-WELL NO. 6	970-37-60300-00226-000 12.31
W99002820MA	3/31/16	WATER-MOORE ST TOWER	970-37-66500-00226-000 12.31
W99003150MA	3/31/16	WATER-BARNHART BOOSTER S	970-37-62600-00226-000 18.47
W99003340MA	3/31/16	WATER-MINE RD TOWER	970-37-66500-00226-000 27.08
W99003350MA	3/31/16	WATER-WELL NO. 2	970-37-60300-00226-000 12.31
W99006150MA	3/31/16	WATER-BARNHART TOWER	970-37-66500-00226-000 12.31
14347	4/15/16	CT LABORATORIES LLC	\$941.85
S117659	3/2/16	SE-DISTILLERY TESTS-SUSPENDI SOLIDS/BOD/PHOSP	960-36-82700-00217-000 57.75
S118111	3/25/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000 632.10
S118122	3/24/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000 42.00
S118149	3/24/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000 42.00
S118193	3/24/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000 42.00

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S118263	3/30/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000	42.00
S118293	3/30/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000	42.00
S118344	4/12/16	SE-QTR #1 SLUDGE TESTS-CLAS	960-36-82700-00217-000	42.00
14348	4/15/16	DELL PRAIRIE PRINTERS, INC.		\$111.83
U3870	3/21/16	UTIL-PYMT ENVELOPES/DIVIDI	950-36-84000-00310-000	37.28
U3870	3/21/16	UTIL-PYMT ENVELOPES/DIVIDI	960-36-85100-00310-000	37.28
U3870	3/21/16	UTIL-PYMT ENVELOPES/DIVIDI	970-37-90300-00310-000	34.05
U3870	3/21/16	UTIL-PYMT ENVELOPES/DIVIDI	970-37-92100-00310-000	3.22
14349	4/15/16	DWD-UI		\$984.64
S7585101	3/31/16	SEWER-TYLER BRESCIA-MARCH UNEMPLOYMENT	960-36-82000-00190-000	984.64
14350	4/15/16	FASTENAL COMPANY		\$56.67
U-WIBAR1847	3/31/16	UTIL-JETVAC EARPLUGS-WIBAR	950-36-83100-00340-000	14.30
U-WIBAR1847	3/31/16	UTIL-JETVAC EARPLUGS-WIBAR	960-36-83100-00340-000	14.30
U-WIBAR1848	4/4/16	UTIL-JETVAC EARPLUG-WIBAR	950-36-83100-00340-000	12.65
U-WIBAR1848	4/4/16	UTIL-JETVAC EARPLUG-WIBAR	960-36-83100-00340-000	12.66
W-WIBAR1843	3/17/16	WATER-HYDT ORINGS-WIBAR	970-37-67700-00241-000	2.76
14351	4/15/16	HACH COMPANY		\$153.09
S9864825	3/30/16	SEWER-ORP CALIBRATION SOL	960-36-83400-00250-000	153.09
14352	4/15/16	HD SUPPLY WATERWORKS LTD		\$935.62
W-F319685	4/1/16	WATER-METERS: 5/8" (8)	970-96-00000-10346-101	935.62
14353	4/15/16	LOU'S GLOVES INC		\$247.00
S12882	4/11/16	SEWER-NITRILE GLOVES #BAR	960-36-85600-00390-000	247.00
14354	4/15/16	MENARDS - BARABOO		\$52.12
S16309	4/12/16	SE-POLYMER ROOM LIGHT#31	960-36-83300-00260-000	18.95
S15881	4/7/16	SEWER-PLANT HYDT PARTS	960-36-83400-00260-000	9.86
W15226	3/30/16	WATER-TOWELS-ACCT 31900285	970-37-66500-00340-000	4.99
W15287	3/31/16	WATER-BLUE DUMPTRK SIDEB	970-37-66200-00240-000	18.32
14355	4/15/16	MSA PROFESSIONAL SERVICES INC		\$1,358.00
S35089#2	4/6/16	SE-SOLIDS PROCESS-2016 UPGRA	960-36-85200-00215-000	1,358.00
14356	4/15/16	PERKINS OIL CO INC		\$100.58
S478305-IN	4/5/16	SEWER-CLARIFIER OIL-CUST 26	960-36-83400-00250-000	100.58
14357	4/15/16	PETERSON/WADE D//		\$71.28
U3/2016MI	3/31/16	UTILITIES-MARCH 2016 MILEAG	960-36-85100-00330-000	35.64
U3/2016MI	3/31/16	UTILITIES-MARCH 2016 MILEAG	970-37-93000-00330-000	35.64
14358	4/15/16	SEWER DEBT SERVICE FUND		\$20,243.25
S04/2016	4/15/16	SEWER-APRIL 2016 FUNDING	960-96-00000-10125-001	20,243.25
14359	4/15/16	SHI INTERNATIONAL CORP		\$1,060.22
W-B04516569	1/28/16	UTIL-2 SAMSUNG TABLETS/CASE	960-36-83100-00250-000	400.86
W-B04516569	1/28/16	UTIL-2 SAMSUNG TABLETS/CASE	970-37-67500-00392-000	400.86

A/P CHECK REGISTER REPORT

Date: 4/15/2016

City of Baraboo

Council Meeting 4/26/2016

Page 3 of 3

Check #	Check Date	Vendor Name	Check Amount	
Invoice Number	Invoice Date	Invoice Description	Account Number	
U-CR233745	3/3/16	UTIL-RETURNED 2 OTTERBOX C	960-36-83100-00250-000	-50.97
U-CR233745	3/3/16	UTIL-RETURNED 2 OTTERBOX C	970-37-67500-00392-000	-50.97
U-B04725138	3/18/16	UTIL-2 OTTERBOX TABLETS CAS	960-36-83100-00250-000	50.22
U-B04725138	3/18/16	UTIL-2 OTTERBOX TABLETS CAS	970-37-67500-00392-000	50.22
U-B04526073	1/29/16	UTIL-3 YR MAINT-2 SAMSUNG TABLETS	960-36-83100-00250-000	130.00
U-B04526073	1/29/16	UTIL-3 YR MAINT-2 SAMSUNG TABLETS	970-37-67500-00392-000	130.00
14360	4/15/16	VOYAGER FLEET SYSTEMS, INC		\$747.11
S869251835AP	4/8/16	SEWER-FUEL-ACCT 869251835 PICKUP/SLUDGE TR	960-36-82800-00348-000	96.40
S869251835AP	4/8/16	SEWER-FUEL-ACCT 869251835 PICKUP/SLUDGE TR	960-36-82810-00348-000	22.04
W869251835A	4/8/16	WATER-FUEL-ACCT 869251835 TRUCKS/BACKHOE	970-37-67700-00348-000	56.69
W869251835A	4/8/16	WATER-FUEL-ACCT 869251835 TRUCKS/BACKHOE	970-37-66200-00348-000	551.44
W869251835A	4/8/16	WATER-FUEL CITY ADM CAR@G BAY WRWA CONFE	970-37-66200-00348-000	20.54
14361	4/15/16	WI STATE LABORATORY OF HYGIENE		\$25.00
W455594	3/31/16	WATER-FLUORIDE TEST-MARCH	970-37-64200-00217-000	25.00

Total Checks: 20 Grand Total: \$42,127.90

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: April 26, 2016
Re: DPI long term lease of Civic Center room 35

The Wisconsin Department of Public Instruction has been leasing space at the Civic Center for several years. They are up for renewal, and have requested a long term lease to include a 5-year renewal option.

The DPI remains our largest renter at \$8,579.34/year, and are probably our easiest tenant to provide maintenance for.

Their lease option includes a 2.5% rent “accelerator” in consideration of the City’s tendency to make necessary rent adjustments to CPI annual rates. The 2.5% offered by DPI exceeds the 1.75% average we have increased rent at the Civic Center over the last 4 years (which have mainly been recession recovery years).

The Park Commission has approved the recommendation of this lease and provided you approve of it as well, it will be considered by the full Council for final approval.

RESOLUTION NO.

Dated: April 26, 2016

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of entering a long term lease with the Wisconsin Department of Public Instruction for the use of room 35 in the Civic Center

The DPI has rented space in the Civic Center for the past 12 years and wishes to enter into a multi-year lease, through July, 2022. The lease would have a built-in “accelerator” which would increase rent annually by 2.5% on July 1st of the renewal year. Historically, the City has increased rent on tenants near the CPI rate, or between 1-3% annually.

The Parks and Recreation Commission has reviewed lease terms and recommends continuing to rent to the DPI through 2022 at the Civic Center.

Fiscal Note: *Not Required* *Budgeted Expenditure* *Not Budgeted*

Comments: This resolution approves continuing leasing to the Civic Center’s largest tenant (by received revenues).

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

THAT the Baraboo Civic Center be authorized to enter into a lease through July 2022 with the Wisconsin DPI for the continued use of room 35 of the Civic Center, with rent to begin at \$8,579.64 annually and increase 2.5% annually thereafter.

Offered by:

Motion:

Second:

Attest:

Approved: _____

The City of Baraboo, Wisconsin

Background: This resolution authorizes the City to enter into a Right of First Refusal with Driftless Glen Properties, LLC. The City owns a vacant 2.1-acre lot on Lake Street (between Razor Composites and Culligan Total Water). Driftless Glen Properties, LLC, has expressed an interest in said property as a prospective site for their future off-site storage needs. They have sufficient space for their immediate future on their Water Street property so they are requesting a right-of-first refusal for the City's Land on Lake Street. This right would be good for 25 years from the date of the agreement. Attached is a draft copy of the Right of First Refusal.

Also attached is the CSM that shows the property as well as copy of the Restrictive Covenants for the Devil's Lake Business Park. Any property sold in the Devil's Lake Business Park shall be subject to these restrictions.

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

A Resolution authorizing the Mayor and City Clerk to sign a Right of First Refusal for the Property located at 1405 Lake Street to Driftless Glen, LLC.

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

The Mayor and City Clerk are authorized to execute a Right of First Refusal to Driftless Glen, LLC, for property located at 1405 Lake Street in exchange for \$60.00.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____

RIGHT OF FIRST REFUSAL

Document Number

Document Title

Name and Return Address:

Alene Kleczek Bolin
City Attorney
135 4th Street
Baraboo, WI 53913

206-1154-10611

Parcel Identification Number (PIN)

Recording Area

This Right of First Refusal ("Agreement") is made on April _____, 2016 by and between Driftless Glen Distillery, LLC, the prospective purchaser of the property described herein ("Grantee"), and the City of Baraboo, a Wisconsin municipal corporation ("Owner").

In consideration of the payment by the Grantee to the Owner of the sum of \$110.00 and other good and valuable consideration, Owner conveys to Grantee a Right of First Refusal to Purchase the following described real estate in Sauk County, State of Wisconsin ("Property"):

A parcel of land located in the E ½ of the NW ¼ of Section 12, T11N, R6E, City of Baraboo, Sauk County, Wisconsin, described as follows:
Lot 2 of Sauk County Certified Survey Map No. 5764. Said parcel contains 2.10 acres, more or less. Tax Parcel No. 206-1154-10311. This is not homestead property.

In addition, the parties hereby agree as follows:

1. In the event that the Owner receives an offer (the "Offer") from any person relative to the Property, which the Owner is prepared to accept, then the Owner shall forthwith send to the Grantee notice in writing of its desire or intention to sell the Property accompanied by a copy of the Offer.
2. Upon receipt of notice in accordance with paragraph 1, the Grantee shall have twenty (20) days from the date of receipt within which to give the Owner notice ("Intent to Buy") that it desires and agrees to so purchase the Property on the same terms and conditions as are contained in the Offer, provided that:
 - a) If the Grantee shall have given an Intent to Buy, the Grantee shall purchase Property on the same terms as in the Offer;
 - b) If the Grantee shall not have given an Intent to Buy within the time provided, then the Grantee shall be deemed for all purposes to have refused to purchase the Property; and
 - c) In the event that each Grantee elects not to purchase or is deemed to have refused to purchase the Property, then the Owner may accept the Offer and proceed to sell the Property, at the price and on and in accordance with the terms and conditions contained in the Offer provided that, if the transaction contemplated by the Offer is not completed within a period of six (6) months after the expiration of the last day upon which the Grantee has the right to give an Intent to Buy, then the Owner shall not thereafter sell the Property unless and until it again complies with the provisions of this Agreement.
3. Any transaction between the Owner and the Grantee pursuant to the provisions of this Agreement shall be completed no later than the 45th day after which the Grantee has become obligated to purchase the Property.
4. The rights granted to the Grantee under this Agreement are personal to the Grantee. Accordingly, the Grantee may not sell, assign or otherwise transfer any of its rights under this Agreement without the prior written consent of the Owner, which consent may be for any reason or no reason withheld. This Agreement shall exist for twenty-five (25) years from the date of this Agreement.
5. Grantee recognizes that the Property shall be subject to Restrictive Covenants upon the Property's sale to Grantee.
6. Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or a recognized overnight delivery service such as FedEx.

If to the Owner: City of Baraboo, Wisconsin, 135 4th St., Baraboo, WI 53913.

If to the Grantee: Driftless Glen Properties, LLC., 300 Water St., Baraboo, WI 53913

7. No Waiver. The waiver or failure of either party to exercise in any respect any right provided in this agreement shall not be deemed a waiver of any other right or remedy to which the party may be entitled.
8. Entirety of Agreement. The terms and conditions set forth herein constitute the entire agreement between the parties and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement other than in writing and signed by both parties.
9. Governing Law. This Agreement shall be construed and enforced according to the laws of the State of Wisconsin and any dispute under this Agreement must be brought in this venue and no other.
10. Headings in this Agreement. The headings in this Agreement are for convenience only, confirm no rights or obligations in either party, and do not alter any terms of this Agreement.

In Witness whereof, the parties have executed this Agreement as of the date first written above.

Driftless Glen Properties, LLC.

City Clerk

Mayor, City of Baraboo

AUTHENTICATION

Signature of _____
authenticated this ____ day of _____, 20__.

* Alene Kleczek Bolin, Bar No. 1044643
TITLE: MEMBER STATE BAR OF WISCONSIN

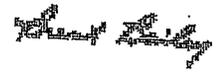
New 12

967275

Recorded
Aug. 22, 2008 AT 12:00PM



**TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL**
1230 South Boulevard Baraboo, WI 53913
608-356-2771 1-800-362-4505 Fax: 608-356-2770
Web Address: www.msa-ps.com
© MSA PROFESSIONAL SERVICES



REGISTRAR'S OFFICE
SAUK COUNTY WI
RECEIVED FOR RECORD
Fee Amount: \$13.00

PROJECT # R00035007
DRAWN BY: MTS
SURVEYOR: KHS
FILE # 29-1-913
SHEET # 1/2

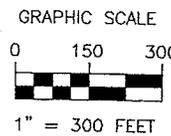
OWNER:
CITY OF BARABOO
135 4TH STREET BARABOO,
WI. 53913
(608) 355-2715

SAUK COUNTY CERTIFIED SURVEY MAP # 5764

LOCATED IN THE NE1/4-NW1/4 AND THE
SE1/4-NW1/4, SECTION 12, T11N, R6E, BEING A
REPLAT OF LOT 2, CSM #4335, CITY OF BARABOO,
SAUK COUNTY, WISCONSIN

13

- LEGEND**
- FD. GOVERNMENT MONUMENT
 - ⊠ FOUND CROSS IN CONC.
 - ◇ FOUND 3/4" IRON REBAR
 - ▲ FOUND "PK" NAIL
 - SET 3/4" BY 18" SOLID ROD-1.50 LBS./FT.
 - () RECORD INFORMATION



HARRISON
N 1/4 CORNER
SEC. 12-11-6

CURVE "A" DATA

Δ = 05°37'26"
R = 4241.28'
T = 208.32'
L = 416.31'
C = 416.14'
CB = S02°19'05"W

CURVE "B" DATA

Δ = 03°29'31"
R = 4241.28'
T = 129.29'
L = 258.50'
C = 258.46'
CB = S06°52'33"W

CURVE "C" DATA

Δ = 00°06'59"
R = 4241.28'
T = 4.31'
L = 8.61'
C = 8.61'
CB = S08°40'48"W

CURVE "D" DATA

Δ = 02°39'26"
R = 4241.28'
T = 98.37'
L = 196.70'
C = 196.68'
CB = S09°22'28"W

ZONED INDUSTRIAL I-3

LOT 1

AREA:
126279.55 SF±
2.90 ACRES±

LOT 2

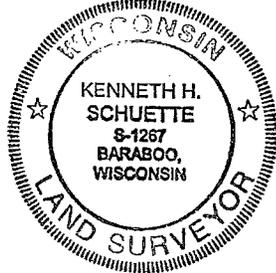
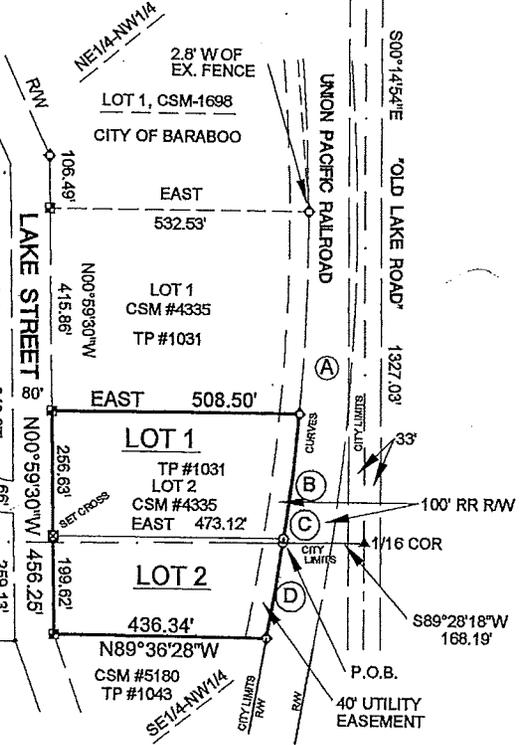
AREA:
91617.91 SF±
2.10 ACRES±

LOT 1, CSM-1698
CITY OF BARABOO

S 89°28'18" W
750.99'

1/16TH LINE

N 89°45'02" E
132.82'



Kenneth H. Schuette 31 July, 2008
MSA PROFESSIONAL SERVICES, INC.
KENNETH H. SCHUETTE, REGISTERED LAND SURVEYOR #1267

DATE

NOTE: IF THE SURVEYOR'S SEAL AT LEFT IS NOT RED IN COLOR, THE SURVEY IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO COPIES.



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1230 South Boulevard Baraboo, WI 53913
608-356-2771 1-800-362-4505 Fax: 608-356-2770
Web Address: www.msa-ps.com
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PROJECT #	R00035007
DRAWN BY:	MTS
CHECKED BY:	KHS
FILE #	29-1-913
SHEET #	2/2

SAUK COUNTY CERTIFIED SURVEY MAP # 5764

SURVEYOR'S CERTIFICATE:

I, Kenneth H. Schuette Registered Land Surveyor, hereby certified that I have surveyed, divided, and mapped a certified survey located in the NE1/4-NW1/4 and the SE1/4-NW1/4, Section 12, T11N, R6E, being a replat of Lot 2, CSM #4335, Document Number 736149, Recorded in Volume 22, Page 4335 at 9:30 AM on October 17, 2000 in the City of Baraboo, Sauk County, Wisconsin, which is bounded by a line described as follows:

Commencing at the north one-quarter corner of said Section 12; thence S00°14'54"E, 1327.03 feet along the north-south 1/4 line to the southeast corner of said NE1/4-NW1/4; thence S89°28'18"W, 168.19 feet along the south 1/16 line to the point of beginning.

thence along the arc of a curve concave to the west, a radius of 4241.28 feet (the chord of which bears S09°22'28"W, 196.68 feet) a distance of 196.70 feet; thence N89°36'28"W, 436.34 feet to the east right of way of Lake Street; thence N00°59'30"W, 456.25 feet along said right of way; thence East 508.50 feet; thence along the arc of a curve concave to the west, a radius of 4241.28 feet (the chord of which bears S06°52'33"W, 258.46 feet) a distance of 258.50 feet to the southeast corner of Lot 2; thence along the arc of a curve concave to the west, a radius of 4241.28 feet (the chord of which bears S08°40'48"W, 8.61 feet) a distance of 8.61 feet to the point of beginning.

Said parcel contains 5.00 acres more or less, and is subject to rights-of-way, easements of record and utilities.

That I have complied with the provisions of Chapter 236.34 & 236.21 Wisconsin Statutes, the subdivision regulations of the City of Baraboo and Sauk County, and A.E. 7.00 of the Administrative Code of the State of Wisconsin to the best of my knowledge and belief, in surveying, dividing and mapping the same;

That such a plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made;

That I have made such certified survey under the direction of City of Baraboo.

CITY RESOLUTION

Resolved that the Certified Survey Map, attached hereto, and filed with the City of Baraboo, Wisconsin by the City of Baraboo, owner is hereby approved by the Plan commission and the Common Council of the City of Baraboo, Wisconsin.

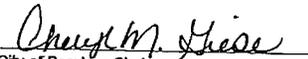
Approved By:

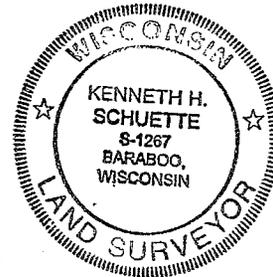
PLAN COMMISSION AND COMMON COUNCIL
City of Baraboo, Wisconsin

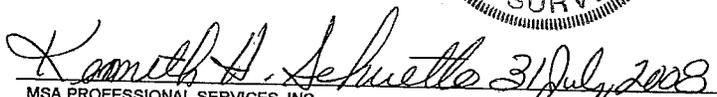

Baraboo City Engineer


Baraboo City Mayor

I hereby certify that the foregoing Resolution was adopted by the Plan Commission and Common Council of the City of Baraboo, Wisconsin on the 19 day of August, 2008.


City of Baraboo Clerk




MSA PROFESSIONAL SERVICES, INC.
KENNETH H. SCHUETTE, REGISTERED LAND SURVEYOR #1267 DATE

NOTE: IF THE SURVEYOR'S SEAL AT LEFT IS NOT RED IN COLOR, THE SURVEY IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO COPIES.

**RESTRICTIVE COVENANTS
DEVIL'S LAKE BUSINESS PARK
(aka Baraboo Business Park)**

- I. INTENT – The City of Baraboo intends to use the lands located east of Highway 12 and adjacent to Highway 123 and the Baraboo Country Club and Golf Course as the Baraboo Business Park. The lands comprising the Baraboo Business Park are described on Exhibit A, attached hereto and incorporated by reference and shall hereafter be referred to as the “Business Park.” For the purpose of preserving the value of the lands contained within the Business Park, as well as all lands located in its general vicinity, the City hereby declares and provides that, in addition to the Baraboo Municipal Code of Ordinances, all lands within the Business Park shall be subject to the restrictions, covenants and conditions set forth herein. These covenants are further intended to facilitate the above purposes in a contemporary, professional, and office-life setting within the Business Park. In addition to office uses, the City encourages contemporary industrial development, thereby providing a desirable location for those industrial types which are harmonious with and do not constitute a hazard or a nuisance to surrounding communities and lands. The City encourages the development of clean and quiet industrial uses while permitting light manufacturing, warehousing, and other similar industrial uses. These covenants are further intended to insure that the architectural designs of both buildings and sites are consistent with the standards necessary to maintain a quality mixed-use park that is attractive to both the office and industrial owner. The enforcement of these Covenants is intended to provide for the enhancement of property values and to the aesthetic and financial success of the Business Park.
- II. PERMITTED USES – No parcel in the Business Park may be built upon, altered or occupied for any purpose or use unless said purpose or use has been referred to the Baraboo Economic Development Commission (BEDC) and the City of Baraboo Planning Commission (Commission) for their consideration, recommendation and report to the Common Council. The kinds of uses deemed appropriate by the City are set forth below and are for illustrative purposes only. All specific uses must obtain the approval of the Common Council as set forth in this section.
- A. Offices, business, and professional, including:
- Accounting, auditing, and bookkeeping offices,
 - Advertising offices,
 - Banks and financial institutions,
 - Business Associations,
 - Business and management consultant offices,
 - Chiropractic offices,
 - Contractors offices,
 - Dental offices,
 - Educational and scientific research offices,
 - Employment agency offices,
 - Engineering and architectural offices,
 - Finance offices,
 - Insurance offices,
 - Investment service offices,
 - Labor unions,
 - Laboratories, with accessory research and testing,
 - Legal offices,
 - Medical clinics and offices,
 - Real estate offices.

B. Manufacturing activities including:

Bicycles,
 Cabinets,
 Cameras,
 Candy,
 Clothing,
 Computers,
 Electrical appliances,
 Electronics components,
 Furniture,
 Generators,
 Glass products,
 Machine shop,
 Machine tools,
 Medical equipment,
 Motors,
 Musical instruments,
 Photographic equipment,
 Plastics products,
 Printing shops,
 Printing and publishing establishments,
 Sporting and athletic equipment,
 Telephone transmission buildings,
 Televisions,
 Toys,
 Transformers,
 Warehouse and mini-storage facilities,
 Wholesale business.

C. Other uses not expressly stated herein provided that any such use is closely related to those included in these Covenants and provided further that the Common Council approves the use conditionally or otherwise.

III. PROHIBITED USES – The following uses shall not be permitted in the Business Park:

Abattoirs,
 Acid manufacture,
 Cement, lime, gypsum or plaster of paris manufacture,
 Drop force,
 Explosive/hazardous materials manufacture or storage,
 Fat rendering,
 Fertilizer manufacture,
 Junk yards,
 Smelting of metals,
 Stockyards,
 Tannery.

IV. MINIMUM PARCEL SIZE – The minimum parcel size for all parcels in the Business Park shall be five (5) acres.

- V. CONSTRUCTION MATERIALS – All buildings constructed within the Business Park shall provide for attractive profiles. Exterior walls may be constructed of wood, brick, architectural concrete masonry units, stone, architectural concrete and pre-cast concrete, glass, enameled or anodized metal. Materials shall be combined with design and color consistent with the harmonious development of the site.

The stark underdesigned warehouse look shall be eliminated through the use of sidewall and façade materials, e.g., masonry, metal, wood, concrete, and glass, with attractive profiles, textures, and colors. All designs shall provide for the smooth transition between office and light manufacturing building space requirements.

The design of any accessory buildings shall be consistent with the design and materials proposed for the principal building(s).

- VI. ARCHITECTURAL REVIEW – Prior to initiating construction on any parcel in the Business Park, the owner shall submit plans for approval to the Commission. The plans and specifications must include the following elements:

- A. Building plans and elevations.
- B. A complete site plan depicting all setbacks, parking lots, loading docks, signs, refuse collection systems, general landscaping, and circulation patterns, and all exterior lighting proposed for the site.
- C. A landscaping plan accurately depicting the location, number, and type of plantings and/or berms proposed for the site.

The owner shall submit five (5) copies of all documents and plans to the City Clerk. All elevations shall be drawn at a minimum of 1/8" = 1'. All site plans shall be drawn at a scale no smaller than 1" = 20', unless otherwise approved by the City Engineer.

Within fifteen (15) days from the date the plans are received by the City Clerk, BEDC shall review the plans and forward its recommendation, in writing, to the Commission. Within thirty (30) days of submission of the plans and the BEDC recommendations to the Commission, the Commission shall issue its decision thereon. The owner may appeal the Commission's decision to the Baraboo Common Council by filing a written notice of appeal with the City Clerk no later than fifteen (15) days from the date of the Commission's decision. The Council shall duly consider the matter and its decision shall be final. Plans shall be evaluated considering the provisions of these covenants as well as the general welfare of the Business Park occupants and surrounding property owners.

- VII. PERFORMANCE STANDARDS – The following minimum standards shall apply to all developments proposed within the Business Park.

A. Setbacks

1. Front: 30 feet * setback areas shall be landscaped.
2. Side: 20 feet * except for driveways. No parking.
3. Rear: 25 feet * is allowed in setback areas.

B. Parking – There shall be no on-street parking. Off-street parking shall be provided on the following basis:

<u>Use</u>	<u>Requirement</u>
Office	Five (5) spaces plus one (1) space for each three hundred (300) sq. ft. of floor area over one thousand (1,000) sq. ft.
Manufacturing	Two (2) spaces for each three (3) employees or two (2) spaces for each one thousand (1,000) sq. ft. of floor space, as determined by the Plan Commission.

All parking lots shall be permanently surfaced with either asphalt or concrete. At least three (3) percent of the total parking lot surface area shall be landscaped as specified in these Covenants. Corner lots may be exempted from some setback requirements provided that loading and maneuvering areas are screened from public view by careful building orientation and landscaping.

C. Off-Street Loading – Loading docks positioned at the front of any building shall be setback at least seventy (70) feet. Maneuvering areas shall not encroach into the front, side, or rear yard setback areas as specified in Section VII A. of these Covenants.

D. Signs – All signs shall be constructed in accordance with the City of Baraboo Zoning Ordinance. In addition to the requirements contained therein, the following requirements shall also apply:

1. All identity signage not attached to the building shall be set back a minimum of 15 feet from the property line. Signs shall be incorporated into the landscape plan. Sign material shall be as specified by the City. Maximum size overall shall not exceed five (5) feet in height or fifty (50) square feet in area.
2. All identity signage attached to the building shall be incorporated into the building architecture and shall be presented for approval with the architectural plans. Signs may not exceed 10 percent of the square feet contained in the wall to which they are affixed. In addition, signs may not extend above the roof parapet line or project more than 18 inches from the face of the building.
3. Traffic control and directional signage within individual lot developments shall be consistent with the identity signage and submitted for approval with the landscape design.
4. Traffic control and directional signage within public right-of-ways shall be of the standard type used by the City and shall be installed by City personnel.
5. Flashing signs are expressly prohibited.

E. Landscaping – The following landscaping requirements shall be adhered to for all developments within the Park.

1. All developed areas of any lot not used for building, parking, driveways, or storage, shall be landscaped with trees, shrubs, berms, and planted ground covers. Areas of the site held or designated for expansion shall be planted with grass sand maintained as specified herein. The Commission shall determine the area of the site acceptable for expansion.

2. It is the owner's responsibility to maintain all landscaping in an attractive and well-trimmed condition at all times. The owner shall also replace any dead or damaged trees or shrubs with a similar species. Any dead or damaged sod shall also be replaced.
3. A landscaping plan shall be prepared and submitted for approval by the Commission at the plan review stage. All landscaping shall be installed prior to the commencement of business operations or the end of the first planting season, whichever is feasible. To insure compliance with these provisions, the owner shall submit a bond in an amount equal to one and one-half (1½) times the estimated cost of the landscaping as specified in the landscaping plan. The bond shall be in a form approved by the City Attorney. The bond will be refunded to owner upon satisfactory installation of all landscaping elements as specified in the approved landscaping plan.

F. Outdoor Storage and Display – No outside storage of any kind shall be permitted unless such storage material is visually screened from all streets with a suitable fence at least six (6) feet in height. Screening shall be attractive in appearance and in keeping with the architectural quality of the main structure. Said storage shall be limited to the rear two-thirds of the property, and within the building setback lines. No waste material or refuse may be dumped or permitted to remain on any part of the property outside of the building. Storage of fuel oil or other bulk fluids must be underground. Fences, walls or hedges may not extend forward of building setback lines.

VIII. CONSTRUCTION – Only such excavation and drilling as are necessary for construction will be allowed. Owner shall plan to minimize erosion, dust, noise, odors, vibrations or other nuisances, which in any way might adversely affect the operation of other park occupants.

- A. During construction, the owner shall clean the working areas each day, shall remove all trash and waste materials, and shall maintain the site in a neat and orderly condition.
- B. All paved City streets shall be cleaned of construction debris at the end of each day's construction leaving the roads in first-class condition.
- C. The owner shall plan and conduct the site grading and construction to minimize erosion and sediment run-off from the areas.
- D. Combination of berms and barriers to direct surface water around the construction sites together with sedimentation basins with overflow weirs shall be employed wherever practical. Finished areas shall be topsoiled and seeded as soon as construction and weather conditions will permit, and areas to be paved should likewise be completed without delay. Owner shall submit an erosion control plan for approval.
- E. The owner shall plan and conduct site grading and haul road use to minimize dust nuisance. To this end, calcium chloride or other wetting agent shall be spread as necessary. Water wagons may also be used to control dust.
- F. The owner shall plan to minimize noise from construction activities to the extent possible.

IX. COMPLETION OF PROJECT/REPURCHASE – In the event any purchaser of land in the Business Park elects to sell any portion which is not being used in connection with the business or industry of the purchaser, or which the purchaser desires to sell separate and distinct from any sale of the business or industry being conducted by the purchaser, the same shall first be offered for sale, in writing, to the City

of Baraboo at the price per acre paid for such land by purchaser, together with the costs of any improvements thereon paid for by the purchaser and any special assessment paid by the purchaser relating to such land, with interest at the rate of 5% per annum on the purchase price from the date of payment of the purchase price of the said land by the purchaser, and 5% per annum on the costs of improvements from the date of payment of any costs for improvements on said lands by the purchaser and 5% per annum on the costs of any special assessments from the date of payment of any special assessments paid by the purchaser relating to such lands to the date of repurchase by the City. Any division of a parcel shall comply with the minimum parcel size requirements of Section IV.

Added by Resolution 2001-56 adopted by the Baraboo Common Council on July 10, 2001, Article IX shall be amended by adding the following provision to said Article IX:

In the event any purchaser of land in the Business Park is required to sell any such lands, voluntarily or involuntarily, pursuant to a condemnation proceeding, the lands subject to the condemnation shall first be offered for sale, in writing, to the City of Baraboo at the price per acre paid for such land by said purchaser, together with the cost of any improvements thereon paid for by the purchaser and any special assessments paid by the purchaser relating to such land, with interest at the rate of 3% per annum on the purchase price from the date of payment of the purchase price of said land by the purchaser, and 3% per annum on the cost of improvements from the date of payment of any cost for improvements on said lands by the purchaser and 3% per annum on the cost of any special assessment from the date of payment of any special assessment paid by the purchaser relating to such lands to the date of repurchase by the City. The seller shall pay any unpaid real estate taxes and real estate taxes for the year of closing shall be pro-rated. The seller shall furnish title insurance at seller's expense for the amount of the purchase price. The procedures for accepting or rejecting such offer and for closing shall be as provided in this subsection, Article IX. If the City of Baraboo is the condemnor, the lands subject to the condemnation shall be sold to the City at the same price and terms as provided in this Amendment.

The City shall have ninety (90) days from the date of receipt of such offer to accept or reject it, unless an extension of time may be agreed upon in writing. Acceptance or rejection of such offer shall be by resolution adopted by the City Council.

In the event of acceptance of such offer by the City, conveyance shall be by Warranty Deed, free and clear of all liens and encumbrances created by act or default of the purchaser. If the City fails to act on such offer of sale within ninety (90) days from receipt thereof or rejects the offer, the purchaser may then sell the land to any third party and the City shall have no further interest or right therein, except that the use of the land by any subsequent purchaser shall be subject to applicable zoning, ordinances, restrictions and regulations of the City and the Business Park Restrictive Covenants relating to the use of the land at the time of sale.

If a purchaser of land in the Business Park has not or cannot start construction and improvements on the land purchased within twenty-four (24) months of the date of payment of the purchase price, the City of Baraboo shall have the right to repurchase the property from the purchaser at the original purchase price without interest. Any extension of time to permit construction and improvement must be mutually agreed upon in writing between the City and the purchaser and adopted by resolution of the Baraboo City Council.

If the City reclaims the land through non-performance by the purchaser as provided herein, purchaser shall convey the property to the City by Warranty Deed, free and clear of all liens and encumbrances created by act or default of the purchaser. The Deed shall be delivered to the City upon payment of the amounts set forth herein.

If the City reclaims the land through non-performance by the purchaser, the City may sell the land to any party and the subsequent purchaser shall be subject to applicable zoning, ordinances, restrictions,

and regulations of the City and the Business Park Restrictive Covenants relating to the use of the land at the time of the sale.

The provisions of this Section (Section IX) may be amended or modified only by a majority vote of the Baraboo City Council and such amendment shall not require the approval or action of the other property owners within the Business Park as set forth in Section X of these Restrictive Covenants.

- X. ENFORCEMENT – Each parcel in the Business Park shall be conveyed subject to these Restrictive Covenants, all of which are to run with the land and shall be binding on all purchasers, their successors, assigns, and any persons claiming under them for a period of ten (10) years from the recording of the Restrictive Covenants shall be automatically extended for successive periods of ten (10) years each, unless an instrument is recorded containing the signatures of the owners of a majority of the land in the Business Park (based upon the amount of square footage owned as compared to the total square footage in the Business Park), and also containing the approval of the Baraboo City Council as evidenced by a resolution duly adopted by the City Council, which instrument and resolution shall agree to change, modify, or amend the Restrictive Covenants in whole or in part.

If two or more persons own one parcel, any one of such persons may cast a vote for that parcel and such vote shall be deemed to have been cast on behalf of all other owners and with their consent. However, if two or more owners of a single parcel cannot agree among themselves, such parcels shall not be counted in the voting. The unsold lands retained by the City shall be included in the voting.

The Restrictive Covenants of the Business Park, with the exception of the provisions of Section IX, may be modified and amended by the recording of an instrument to said effect duly signed by a majority of the then owners of a majority of the lands in the Business Park and also containing the approval of the Baraboo City Council, as evidenced by a resolution duly adopted by the City Council. The majority of the property owners shall be determined as set forth in this section. The City shall have the right at any time, however, to amend and modify these Covenants as applied to any lands in the Business Park owned by the City by the recording of an instrument to said effect containing the approval of the City Council as evidenced by a resolution adopted by the City Council.

- XI. BINDING EFFECTS – All restrictions and covenants contained herein are imposed for the benefit of lands within the Business Park, and are made for the benefit of the City and of any and all persons who may hereafter own an interest in any lands within the Business Park. All such persons in interest, including the City of Baraboo, are specifically given the right to enforce these covenants, restrictions, and conditions by proceedings at law or in equity against any person or persons violating or attempting to violate any covenants, either to restrain violation or to recover damages, or both.

If the owner violates any of the provisions contained in these covenants and fails to cure such default within 30 days after receipt of written notice thereof from the City, the City shall have the right, privilege and license to enter upon the premises and take such action as is necessary to cure such violation and all reasonable cost incurred by the City shall be reimbursed to the City by the violator.

No failure to object to a violation of these Covenants, or to take action to enforce any covenants or conditions shall be deemed a waiver of any right to fully enforce the same thereafter.

If any covenant, condition, or restriction set forth herein, or any portion thereof, is determined to be invalid or void because unlawful, such invalidity shall in no way affect any other covenant, condition, or restriction herein provided.

- XII. VARIANCES – The City of Baraboo reserves the right to grant variances to any or all of these restrictions as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of these restrictions will result in practical difficulty or unnecessary hardship or if in the judgment of the Council the development or lack of development of the Business Park makes such course of action necessary or advisable. A variance shall be granted by a duly adopted resolution of the City Council after recommendation and report by the Commission to the Council.
- XIII. OTHER APPLICABLE ZONING ORDINANCES – These Covenants shall not supersede compliance with all other applicable Federal, State, and local codes and ordinances, provided, however, that where these Covenants directly conflict with the Baraboo Municipal Code of Zoning Ordinance, the Covenants set forth herein shall apply.

Dated this 21st day of May, 1986.

CITY OF BARABOO

By:

Donald R. Pierce
Mayor

By:

Dean T. Bothell
City Clerk

Drafted by:
Attorney James C. Bohl

<i>Manual Title</i>	THE CITY OF BARABOO'S Purchasing, Property Disposal, Cash and Claims Policies	<i>Page #</i>	TOC I
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<i>Manual Title</i>	THE CITY OF BARABOO'S PURCHASING POLICY	<i>Page #</i>	2
<i>Section</i>	Objectives	<i>Dated</i>	02-2006

Objectives

The objectives of the City's purchasing policy are:

- To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance,
- To provide adequate controls over City expenditures and financial commitments with proper documentation,
- To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed, and;
- To provide a standardized system of purchasing for use by all City departments.

Areas Affected

This policy applies to all City Departments, Utilities or any other component unit that is funded by City taxpayers or ratepayers, either in whole or in part. This policy also applies to the Community Development Authority (CDA) since this body receives funds from the City of Baraboo.

Manual Title	THE CITY OF BARABOO'S PURCHASING POLICY	Page #	3
Section	Competitive Bidding	Dated	02-2006

It is the policy of the City of Baraboo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, all City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means as defined in this policy. Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids. Options include invitations to bid by US mail, e-mail, publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids from at least three (3) vendors to ensure that comparison pricing is demonstrated.

The only exceptions to this policy are:

- A. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
- B. Emergency purchases and repairs covered by Insurance proceeds;
- C. Items purchased by State contract;
- D. Purchases paid with grant funds which require specific purchasing procedures;
- E. Professional services where the City Administrator has waived bidding requirements.
- F. Other justifications as identified by a Department Head to the Finance Director or Administrator.

For purchases below \$500, the bidding process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

The intentional staggering of purchases as well as dividing purchases and/or contracts to consciously evade this policy is strictly prohibited.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	4
<i>Section</i>	Central Purchasing	<i>Dated</i>	02-2006

Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged.

Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

THE CITY OF BARABOO'S PURCHASING POLICY	<i>Page #</i> 5
Purchase Related Charges and Allowances	<i>Dated</i> 02-2006

Shipping and Freight

It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it must be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the "notice of call for bids", all formal bid proposals shall include freight and delivery charges, if any.

Sales Tax Exemption

The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available in the City Finance Director's office.

Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.

Vendor Discounts

It is the policy of the City to take advantage of all available vendor discounts. The following considerations should be kept in mind:

1. Cash discounts are offered for prompt payment, usually within ten days of the date of the invoice. Department Heads can aid the City by ensuring that their copy of the purchase order is signed and forwarding invoices to the City Finance Director's office promptly for inclusion in accounts payable batches.
2. Trade discounts are sometimes offered to municipalities for the purpose of attracting business. In most cases, the City will not be offered a trade discount unless the purchaser asks if one is available. Therefore, it is essential that Purchasers ask if trade discounts are available when obtaining price quotations.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	6
<i>Section</i>	Cooperative Purchasing	<i>Dated</i>	02-2006

Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. It is the policy of the City to enter into cooperative purchasing agreements when:

1. substantial savings will result;
2. quality, availability, or service will not be sacrificed;
3. the City will be separately billed for its purchases;
4. ordered items will be delivered directly to the City (unless otherwise agreed to).

The City Finance Director shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page # 7</i>
<i>Section</i>	City of Baraboo Charge Card	<i>Dated 03-2008</i>

During the course of everyday business, situations arise that call for the use of a charge card. Some examples of these situations might be making flight reservations; booking a hotel in connection with a conference; purchasing government publications on-line; etc. A charge card is not meant to interfere with any of the other policies and/or procedures currently in place in terms of purchasing needed items and/or services for the City. Its use is meant to enhance or augment the City's ability to make purchases in the most efficient manner possible. Purchase orders and competitive pricing practices are still required for items purchased on a charge card if above \$500 dollars.

The charge card shall be used where necessary purchases: (1) cannot be billed or invoiced to the City, (2) are too large for payment from petty cash, (3) can only be made by a charge card by policy of the vendor. (For example: on-line booking of air travel or seminar registration). It is suggested to routinely ask if the company would bill the City as this would be the preferred method of payment.

Employees may not make purchases without the prior knowledge of the Department Head.

Here are examples of areas where the charge card **MAY** be used:

1. Lodging (Registering in advance and paying upon departure).
2. Transportation (Flights, car rentals, trains, buses [if inter-city]). *See below for exceptions when card cannot be used in this category.*
3. Registration fees for conferences and seminars.
4. Costs associated with business-related training.
5. On-line purchases for items such as government or business-related literature.
6. Meal costs (including the standard 15% tip) as follows:
 - a. Costs must follow the standards established in the City's Travel Guidelines/ Expense Reimbursement Policy.
 - b. Group meetings where the City is paying (Must receive prior approval of the City Administrator whose approval means that it is appropriate for the City to pay the expense.)
 - c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.
 - d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)

See the section below defining when meal expenses cannot use the City charge card.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page # 8</i>
<i>Section</i>	City of Baraboo Charge Card	<i>Dated</i> 03-2008

Here are examples of areas where the charge card **MAY NOT** be used:

1. Taxi fares, intra-city bus lines.
2. Tips, except when it is part of an approved meal cost.
3. Personal purchases of any kind.
4. Cash advances.
5. Parking fees and other minor travel costs.

Department Heads are responsible for determining the individual(s) in their organization who will have a charge card. Those individuals will be asked to sign an agreement that:

1. Acknowledges that they understand the purpose of the program;
2. Certifies that they have read and understand the City's Purchasing Policy.
3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
4. Guarantees return of the card to the program administrator for reasons such as, but not limited to:
 - a. Change in duties,
 - b. Retirement,
 - c. Termination of employment,
 - d. Improper use, or
 - e. Any other sound reason determined by the program administrator.

Tax Exemption - Purchases made on credit cards are still eligible for Tax Exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the Clerk-Finance Department or in *P/Clerk/Forms/Tax Exempt Status Certificate*.

The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page # 9</i>
<i>Section</i>	City of Baraboo Charge Card	<i>Dated</i> 03-2008

Automatic Payroll Deduction - If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Accounts Payable Department. If the employee does not submit the difference to Accounts Payable, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

Documentation - As with any purchases made for the City, paperwork is required. To ensure that our Accounts Payable Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
 - (a) The vendor's detailed sales receipt;
 - (b) Itineraries;
 - (c) Rental agreements;
 - (d) Completed registration flyers,
 - (e) Renewal notification letters,
 - (f) Order confirmations, etc.

Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.

2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
3. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice.
4. Department Heads will promptly place the approved charges in the Accounts Payable basket in the Clerk's Department. Do not wait for the next batch of bills. Do not wait for a statement as one will not come directly to you.
5. The charge card statement will be mailed directly to the Accounts Payable Department. All sales slips should be in the Accounts Payable Department by the time the statement gets here. Accounts Payable will match up the slips to the statement. Statements will only be distributed when information is missing.
6. We are required by the charge card vendor to make an electronic payment within 14 days of the statement date so we do not have time to search for information.
7. Charge card purchases will have to be paid before Council can approve them. We will include

the vouchers in the Council batch following the end of the month when we process our batch of all electronic payments made for the month. Based on the vendor's statement date of the 25th, it will miss the cycle at the end of the current month and would have to wait another month. These vouchers would then be 7 to 11 weeks past the purchase date by the time the Council sees them.

8. Upon leaving employment or when, for good reason, an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The City Clerk/ Finance Director, or his/her designee, will maintain a list of employees to whom cards have been issued. Department Heads, therefore, must inform the Clerk's office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.

Loss of Privilege – If an employee exhibits non-compliance with these procedures, warnings for non-compliance will be issued. Upon issuance of the third warning, use of the charge card by that employee will result in a six (6) month suspension.

A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department

Agreement to Accept the City's Charge Card



The City of Baraboo employs a charge card program through _____

which

empowers selected individuals, you being one of those selected, with the ability to make certain purchases with a charge card. Your signature below serves as verification that you have read and understand the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:

1. I acknowledge receipt of a charge card bearing the account number _____.
2. I understand the card is for City-approved purchases only and I agree not to charge personal items.
3. I am fully aware that improper use of this card can be considered misappropriation of City funds and that improper use may result in disciplinary action up to and including termination of employment.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary, or involuntary reasons. If my duties change and new duties do not require that I use a charge card, I agree to surrender the card under these circumstances as well.
5. The card is issued in my name and I will not allow any other person to use the card unless so directed by my Department Head or the Program Administrator.
6. I agree that I am considered responsible for any and all charges against my card.
7. I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of City funds.
8. Because the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number.
9. Accounts Payable will receive a monthly reconciliation statement reporting all activity during the statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Accounts Payable personnel or the Program Administrator.
10. I understand that the card is not provided to all employees. Assignment is based on my need to purchase materials for the City and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Print Employee Name _____ Date: _____

Employee Signature _____

Print Department Head Name _____ Date: _____

Department Head Signature _____

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page # 12</i>
<i>Section</i>	City of Baraboo Charge Card – Fleet Cards	<i>Dated 09-2008</i>

All fuel for City owned vehicles and equipment will be purchased using a fleet charge card.

The following department's vehicles have been issued a fleet card for each City owned vehicle or equipment:

- Fire Department
- Police Department
- Engineering Department
- Building Inspector
- Administration
- Water Department
- Sewer Department

The Department Head in each area will be responsible for reporting and managing authorized users for their department to the Deputy Treasurer.

All users will be issued a Personal Pin # and will be required to enter the pin at the pump (or at the cashier) to authorize the fuel purchase. All purchases can and will be tracked by the department, vehicle and user. The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department.

The following departments have employees that have been selected to receive fleet charge cards in their name on behalf of the City:

- Department of Public Works
- Parks Department

The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. Those individuals will be asked to sign an agreement that:

5. Acknowledges that they understand the purpose of the program;
6. Certifies that they have read and understand the Fleet Charge Card Policy Section of the City's Purchasing Policy.
7. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
8. Guarantees return of the card to the Deputy Treasurer for reasons such as, but not limited to:
 - a. Change in duties,
 - b. Retirement,
 - c. Termination of employment,
 - d. Improper use, or
 - e. Any other sound reason determined by the Deputy Treasurer or Department Head.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page # 13</i>
<i>Section</i>	City of Baraboo Charge Card – Fleet Cards	<i>Dated 09-2008</i>

Automatic Payroll Deduction - If an unauthorized charge occurs the employee must immediately reimburse the dollar amount being charged to the Accounts Payable Department. If the employee does not submit payment to Accounts Payable, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

Documentation - As with any purchases made for the City, paperwork is required. To ensure that our Accounts Payable Department can make payment of the charge card debt in a timely manner, it will be necessary for the following rules to be followed:

1. Employees who use a City fleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:

The vendor's detailed sales receipt.

Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.
2. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
3. Department Heads will receive the fleet card statement at the end of each billing cycle, and approve the purchases made by writing the proper account code and signing the statement. The Department Head will be required to attach the supporting documentation to each statement.
4. Department Heads will promptly place the approved charges in the Accounts Payable basket in the Clerk's Department.
5. Upon leaving employment or there is no longer a need for an individual to have a fleet charge card, the Department Head will be responsible for retrieving the card. The City Clerk/ Finance Director, or his/her designee, will maintain a list of employees to whom cards have been issued. Department Heads, therefore, must inform the Clerk's office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.

Loss of Privilege – If an employee exhibits non-compliance with these procedures, warnings for non-compliance will be issued. Upon issuance of the third warning, use of the fleet charge card by that employee will result in a six (6) month suspension.

A Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department. Questions on this policy can be directed to the City Clerk/Finance Director.

Agreement to Accept the City's Fleet Charge Card



Card

The City of Baraboo employs a fleet charge card program through Voyager Fleet which empowers selected individuals, you being one of those selected, with the ability to make fuel purchases with a charge card. Your signature below serves as verification that you have read and understand the Fleet Charge Card Policy Section of the City's Purchasing Policy. It also means that you agree to comply with the policy and are willing to take on the following responsibilities:

1. I acknowledge receipt of a charge card bearing the account number _____
2. I understand the card is for City-approved fuel purchases only and I agree not to charge personal items.
3. I am fully aware that improper use of this card can be considered misappropriation of City funds and that improper use may result in disciplinary action up to and including termination of employment.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement or for voluntary, or involuntary reasons. If my duties change and new duties do not require that I use a charge card, I agree to surrender the card under these circumstances as well.
5. The card is issued in my name and I will not allow any other person to use the card unless so directed by my Department Head.
6. I agree that I am considered responsible for any and all charges against my card.
7. I understand that all charges will be billed directly to, and paid directly by, the City. Therefore, any personal charges billed to the City through the charge card could be considered misappropriation of City funds.
8. Because the card is City property, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number.
9. Accounts Payable will receive a monthly reconciliation statement reporting all activity during the statement period. Since I am responsible for all charges associated with my card, I will resolve any discrepancies with designated Accounts Payable personnel or the Department Head.
10. I understand that the card is not provided to all employees. Assignment is based on my need to purchase fuel for the City's vehicles and equipment. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

Print Employee Name _____ Date: _____

Employee Signature _____

Print Department Head Name _____ Date: _____

Department Head Signature _____

THE CITY OF BARABOO'S PURCHASING POLICY	<i>Page #</i> 15
<i>Section</i> Miscellaneous Considerations	<i>Dated</i> 02-2006

Encumbrances and Financial Recordkeeping

Encumbrances are commitments related to purchase orders or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.

The issuance of a purchase order or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order or contract is canceled. Encumbrance records shall be maintained by the City Finance Director.

Non-Budgeted Items

Purchases that have not been provided for in the current budget will require Council approval through budget transfers or amendments. The Department Head shall notify the City Finance Director and provide written documentation regarding the expenditure. This information will be provided to the Finance Committee for a recommendation to Council concerning purchase approval and necessary budgetary transfers or amendments.

Insurance Claims

Purchases resulting from an accident or loss covered by the City's insurance policy will be treated as non-budgeted items. Although money will be received from the claim, this is deposited into an "Insurance Proceeds" revenue account. Purchases will be expended from the appropriate capital outlay or maintenance account, hence necessitating a budget amendment.

Local Merchants

The City will give utmost consideration to local merchants taking price and service into account.

Conflict of Interest

Employees of the municipality are regulated by State Statute 946.13 concerning Conflicts of Interest. The current statutory limit is \$15,000. For lesser amounts, it shall be unethical for any City employee to participate directly or indirectly in a purchase or contract when the City employee or any member of the employee's immediate family has a financial interest pertaining to the contract or purchase unless the contract has been competitively bid or the service is highly specialized and only one supplier is available.

New Vendors

New vendors must be approved and created prior to the purchase being initiated to satisfy internal control procedures. The Purchase Order Software will not complete the requisition process until the vendor has been created. To facilitate approval, complete the New Vendor Request Form found at P/Clerk/Forms/New Vendor Request and submit it to the Deputy Treasurer.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	16
<i>Section</i>	Sale of Surplus Property	<i>Dated</i>	02-2006

Tangible Property

City property is declared surplus when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The City Administrator, or designee, however, is responsible for the sale or disposal of all surplus property.

A Department Head who determines that a specific item(s) is no longer useful shall submit a written description of the item(s) to the City Administrator. The description shall include the make, model number, serial number (if applicable), age, general condition, original cost (if known) and place where the item(s) can be inspected.

Subsequently, the City Administrator shall determine whether the item(s) can be used by another City department. If not, the City Administrator shall determine the best method for sale or disposal of the surplus property. Such alternatives shall include internet postings on well known sites such as E-Bay or Craig’s List, public bid, public auction, or private sale.

Police Unclaimed Property

In accordance with Wisconsin State Law, the Baraboo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three month waiting period. The Police use the services of a public internet auction site.

Real Estate

When any City board, committee, or commission determines that public property should be disposed of, the recommendation of that body will be given to the Plan Commission for review. Some boards, committees, and commissions may hold title in property that could be used by other departments or services of the City.

Whenever a property is proposed for sale, there should be an internal review conducted by the City Administrator and City Staff to determine whether the City may need the parcel in the future and for what purposes.

The Plan Commission will consider the land sale request, along with the City Staff report on the property, and then prepare a recommendation to the City Council for final disposition of the property and zoning or land use of the property. This recommendation will be transmitted to the Finance Committee for review and recommendation to the City Council.

The Plan Commission recommendation will be submitted to the Finance Committee who considers whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action.

The City Administrator is responsible for carrying out the Council’s actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	17
<i>Section</i>	The Petty Cash Fund	<i>Dated</i>	02-2006

A petty cash fund has been established to expedite miscellaneous purchases and payment of small bills that are not required to be handled under the City's established purchasing policy. All City personnel, with the approval of their respective Department Heads, may use the petty cash fund within the guidelines established below. The petty cash fund shall be administered by the City Treasurer or designee.

To be eligible for using the petty cash fund, the following two requirements must be complied with:

1. The items purchased are not regularly stocked in other departments.
2. The purchase price may not exceed \$20 although the City Treasurer may waive this limit in certain situations.

In addition, the following items are prohibited from payment out of the petty cash fund:

1. Regularly stocked items
2. Personal services
3. Cashing of personal checks
4. Payment for materials or equipment from a vendor which the City maintains an account.

The following procedure shall be used when administering the petty cash fund:

Buyer -

1. Completes petty cash voucher, giving date, item purchased, price and department and account to be charged, or
2. Submits vendor's receipt showing details of the purchase and indicates account to be charged.

City Treasurer -

1. Counter-signs petty cash voucher or vendor's receipt.
2. Reimburses buyer.

THE CITY OF BARABOO'S PURCHASING POLICY			<i>Page #</i> 18
<i>Section</i> CLAIMS	INSURANCE	<i>Subsection:</i> AUTHORITY	<i>Dated</i> 05-2016

Authority (8/13/96 Res 96-164)

The settlement authority granted to the Claims Committee is \$3,000 and the authority to disallow claims applies to claims against the City of \$3,000 or less. The Claims Committee is authorized to negotiate and settle, without further Council approval, any claims against the City of \$3000 or less provided that the settlement amount is approved unanimously by the Claims Committee and provided further that the claimant executes an appropriate release of the claim at the time the claim is settled. The Claims Committee is appointed, authorized and empowered to act as the appropriate body to disallow claims made against the City of \$3,000 or less in accordance with the procedures set forth in Section 893.80 Wis. Stats. All other claims shall be determined by the Common Council after recommendation by the Finance/Personnel Committee.

THE CITY OF BARABOO'S PURCHASING POLICY			<i>Page #</i> 1
<i>Section</i>	Procedures	<i>Subsection:</i> Purchasing Parameters	<i>Dated</i> 02-2006

Purchasing Parameters

Routine budgeted purchases made by the City of Baraboo may be grouped under the following categories:

1. Purchases under \$20 may be made from the petty cash fund with proper authorization.
2. Purchases under \$500 are authorized by a Department Head without further authorization except that purchases shall meet the competitive bidding requirements, and the item is included in the current budget.
3. Purchases from \$501 to \$10,000 dollars shall be approved prior to ordering by the City Finance Director, but only after the Department Head complies with competitive bidding requirements, forwards a completed a purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.
4. Purchases from \$10,001 to \$50,000 shall be approved prior to ordering by the City Administrator, but only after the Department Head complies with competitive bidding requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.
5. Purchases over \$50,000 shall be approved prior to ordering by the City Finance/Personnel Committee, but only after the Department Head complies with competitive bidding

requirements, forwards a completed purchase order with copies of bids or quotes received to the City Finance Director, and the item is included in the current budget.

6. Construction and public works contracts must be advertised and bid according to state law.
7. Except for labor, Department Heads shall request transfers of budgeted funds in the General Fund within each function code as part of their purchase order requisition in the "Notes" section. Department Heads are required to monitor total spending for each of their function budgets and not exceed the total budgeted amount for each function. The total budget for each function will be considered the spending parameter for legal notice purposes. These transfers are approved or denied as part of the purchase order processing according to the thresholds set in this policy for the City Clerk-Finance Director and/or the City Administrator.
8. Unbudgeted or Under-budgeted Purchases (items not covered by #7 above). The City Finance/Personnel Committee and Common Council must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements, forward a completed purchase order with copies of bids or quotes received to the City Finance Director.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	19
<i>Section</i>	Procedures	<i>Subsection:</i>	Purchase Orders
		<i>Dated</i>	02-2006

A PURCHASE ORDER IS REQUIRED before a purchase is made to obtain goods and services for the following:

1. Operating supplies
2. Office supplies
3. Clothing acquisitions
4. Small tools and minor equipment
5. Maintenance and repair supplies
6. Equipment Rentals (requests shall state approximate hours and rental cost per hour)
7. Printing
8. Office furniture or equipment
9. Capital Outlay Items
10. Services not covered by a contract

A PURCHASE ORDER IS NOT REQUIRED for the following purchases:

1. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts, if the contract has been approved by the Common Council.
2. Utility expenditures such as electricity, natural gas, cable TV and telephone service.
3. Payroll and related expenses such as employee hospitalization, insurance payments, pension payments and mandatory state and federal employee withholding.
4. Routine expenditures such as insurance premiums, and bond payments that have received prior Council approval and authorization.
5. Reimbursement to citizens for a canceled recreation program.
6. Employee reimbursement for miscellaneous out-of-pocket expenses.

Purchases over \$500

The following is the standard procedure to be used for all purchasing categories after proper authorization is secured.

1. The Department Head or designee shall follow procedures listed in this policy and the Baraboo Municipal Code for all purchases.
2. The Department Head or other authorized personnel will complete a requisition using the Purchase Order module associated with the City’s accounting software.
3. request must include required competitive bidding obtained, including quotes or bids received, and budget amendments or transfer requests to ensure that the purchase will not exceed the approved budget.

Manual Title	THE CITY OF BARABOO'S PURCHASING POLICY		Page #	20
Section	Procedures	Subsection: Purchase Orders	Dated	02-2006

4. The City Finance Director will return a response to the Department of purchase who shall include the *PO number* on the invoice and packing slip.
5. When the material or service has been received and accepted, the Department Head will write the PO on applicable invoices and packing slips to the Clerk-Finance department for processing. Invoices shall indicate approval for payment by the Department Head whose budget accounts will be affected by the payment. If partial shipments are received, the Department will submit applicable invoices marked in the same manner previously described to the City Clerk-Finance Department in order to make timely payments.
6. The City Clerk-Finance Department will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.
7. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The City Administrator is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

THE CITY OF BARABOO'S PURCHASING POLICY		<i>Page #</i>	21
<i>Section</i>	Procedures	<i>Subsection:</i>	Contracts
		<i>Dated</i>	02-2006

Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

Contracts must be reviewed by the City Attorney as to form. For routine services or renewal contracts, the City Clerk-Finance Director, Mayor, or City Administrator are authorized to execute the contracts without Council action, provided that the expense is budgeted and other provisions of this policy are complied with. Two of the three persons must sign each contract.

Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.

The City Administrator shall have authority to sign contracts to purchase vehicles or equipment provided they are included in the annual budget and meet guidelines of the purchasing policy.

For purposes of this policy, contracts are defined as any document:

1. Requiring signature of statutory officers of the City.
2. Expressly waiving liability of the vendor.
3. Expressing a scope of service to be performed by the vendor.
4. Placing conditions (other than payment) upon the City.

<i>Manual Title</i>	THE CITY OF BARABOO'S PURCHASING POLICY	<i>Page #</i>	22
<i>Section</i>	Procedures	<i>Subsection:</i>	Emergency Purchases
		<i>Dated</i>	02-2006

Emergency Purchases

Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:

- When there is a need for immediate delivery of items.
- To prevent delays in work or construction schedules.
- When there is an immediate threat to employees, public health or safety, or
- To meet emergencies rising from unforeseen causes.

For emergency purchases over \$501, the Department Head shall take the following steps:

1. Notify the City Administrator of the emergency and receive waiver of provisions of the purchasing policy.
3. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

Grants as Revenue Source

Prior approval from the Finance Committee is required when the grant requires a City matching contribution. Approval must be granted prior to the submission of the grant application. City matching contributions are defined to include any monetary contribution, change in service or staffing.

<i>Manual Title</i>	THE CITY OF BARABOO'S PURCHASING POLICY	<i>Page #</i>	23
<i>Section</i>	Procedures	<i>Subsection:</i>	Workflows
		<i>Dated</i>	02-2006

Purchasing Procedure

Department of Purchase Under \$500 →

Department Places Order
Vendor Fills Order
Officers may approve budgeted contracts.

Between \$500 and \$10,000 →

Prior Approval Is Needed:
Department Head Obtains 3 quotes
Completes Purchase requisition
Verifies that Item is budgeted or requests transfer
Forwards to City Clerk-Finance Director
Officers may approve budgeted contracts

Between \$10,001 and \$50,000 →

Prior Approval Is Needed:
Department Head Obtains 3 quotes
Completes Purchase requisition
Verifies that Item is budgeted or requests transfer
Forwards to City Clerk-Finance Director
Finance Director forwards to City Administrator
Officers may approve budgeted contracts

Over \$50,000 →

Prior Approval Is Needed:
Department Head Obtains 3 quotes
Completes Purchase requisition
Verifies that Item is budgeted or requests transfer
Forwards to City Clerk-Finance Director
Finance Director forwards to Finance-Personnel Committee
Officers may approve budgeted contracts

Unbudgeted or Under-budgeted Purchases →

Prior Approval Is Needed:
Department Head Obtains 3 quotes
Completes Purchase requisition
Identifies Revenue Source and requests amendment
Forwards to City Clerk-Finance Director
Finance Director forwards to Finance-Personnel Committee and Common Council
Council must approve all contracts.

Memo City Administrator



To: Finance Committee
From: Ed Geick
Subject: Claims Committee
Date: April 22, 2016
CC: Mayor and Other City Council Members, Department Heads

When our new City Attorney Alene Bolin arrived on March 14th we did the usual orientation things and as a new person she asked many questions. One of her questions led us to doing some additional research on the Claims Committee. This is the Staff committee that reviews and handles small claims made against the city for such things as mail boxes being hit by plows, vehicle damage, sewer backups in basements or tree limbs causing damage.

Alene's simple question on the authority of this committee and its purpose required some searching in the vault for answers and I'll provide you a summary below of the 6 resolutions we found:

1. Resolution 91-133, Dated June 11, 1991. This resolution created the Claims Committee, provided for the appointment of the City Engineer, Police Chief and a member of the Finance Committee to serve on the committee. The Committee had authority to resolve claims within the deductible amount of \$10,000.
2. Resolution 91-221, Dated October 22, 1991. This was the first resolution to create the committee, it gave authorization to settle claims up to \$1,000 and make recommendations for anything over that amount to the Council.
3. Resolution 93-291, Dated Oct 12, 1993. This resolution provided a change from the \$1,000 settlement limit to a \$10,000 limit for the Claims Committee.
4. Resolution 94-183, dated Aug 9, 1994. This resolution changed the Claims Committee membership by adding the City Administrator and deleting the member of the Finance Committee.
5. Resolution 95-1, dated Jan 10, 1995. This resolution gave the Committee authority to act on claims in accordance with WI Statute section 893.80
6. Resolution 96-164, dated Aug 13, 1996. This resolution changed the settlement limit authority of the Claims Committee from \$10,000 to \$3,000, required the Committee to make quarterly reports, require that claimants sign releases at time of settlement and all other claims above \$3,000 would go to the Finance/Personnel Committee.

In more recent years all of the claims handled by the Committee are run through the City Council's regular bimonthly approval cycle for paying bills. The smaller claims are approved or denied by the Committee and the City Attorney will normally handle the paperwork necessary for each settlement. The Committee makes recommendations on larger claims via the Finance Committee and then to City Council. The \$3,000 settlement limit for the Committee is small compared to the size of some vehicle accident claims that we see. It is the Committee's recommendation that settlement limits for the Committee be raised again to \$10,000 again.

Ed Geick