

**AGENDA
CITY OF BARABOO COMMON COUNCIL
Council Chambers, 135 4th Street, Baraboo, Wisconsin
Tuesday, May 10, 2016, 7:00 P.M.**

Regular meeting of the Common Council, Mayor Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Vacant, and Thurow

Notices sent to City Staff and Media: Atty. Bolin, Adm. Geick, Clerk Giese, City Engineer Pinion, Utility Super. Peterson, Street Super. Koss, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Allen, CDA Director, the News Republic, WBDL, and WRPQ.

Notices sent to other interested parties: Town of Baraboo, Village of West Baraboo, Citizen Agenda Group, Media Agenda Group, Trenton Bentilla

CALL TO ORDER

ROLL CALL AND PLEDGE OF ALLEGIANCE

APPROVAL OF PREVIOUS MINUTES - (Voice Vote): April 26, 2016

APPROVAL OF AGENDA (Voice vote):

COMPLIANCE WITH OPEN MEETING LAW NOTED

APPOINTMENT

The Mayor appoints Michael Zolper as District 8 Alderperson, Wards 11 and 14, to fill the unexpired term of Eugene Robkin, to be held until the April, 2017 election, unless an earlier election is requested.

Moved by _____, seconded by _____ to confirm the appointment of the Mayor’s appointee.

OATH OF OFFICE

The new District 8 Alderperson will take the oath of office.

PUBLIC HEARINGS

The Mayor announces that this is the published date and time to hear public comment concerning Levying special assessments for sidewalk on portion of Martiny Court and 12th Street.

PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

MAYOR'S COMMENTS - The Mayor would like to congratulate Police Officer Trenton Bentilla on his 10th anniversary with the City of Baraboo.

The following Proclamations will be read:

- National Police Week (May 15th-21st)
- Ceremonial swearing in of three police officers and three community awards
- National Public Works Week (May 15th-21st)

CONSENT AGENDA (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

CA-2...Confirm Mayor’s Appointment of John Alt to Baraboo Economic Development Commission (BEDC) to fill the unexpired term until April 18, 2017.

NEW BUSINESS RESOLUTIONS

NBR-1...Consider approving changes to the City Purchasing, Property Disposal, Cash and Claims Policy.

NBR-2...Consider final resolution levying special assessments for new curb and gutter and sidewalk on benefiting properties on Washington Avenue, from 2nd St. to 3rd St., and 3rd St., from Jefferson St. to Washington Ave. and Walnut St., from Silver Dr. to the southerly City Limits.

NBR-3...Consider final resolution levying special assessments for new sidewalk on benefiting properties on Martiny Ct., from 12th St. north approximately 280 feet and 12th St., from Martiny Ct. east to Jefferson St.

NBR-4...Consider award of contracts to the lowest bidders for asphalt paving, asphalt pavement materials, asphalt patching, concrete curb and sidewalk repair, crushed aggregate base course, and concrete and asphalt crushing and associated with the Public Works Department projects for 2016.

NBR-5...Consider awarding proposal for mowing of the USH 12 median strips from Top 2 Bottom in the amount of \$50.00 per mowing and \$25 per hour for additional weed pulling and trimming.

NBR-6...Consider awarding proposal for mowing of weeds and rank growth from Sunrise Property Care in the amount of \$0.01 per square foot for mowing an improved lot, \$0.05 per square foot for vacant property less than 1/2 –acre, \$0.006 per square foot for vacant property greater than 1/2-acre, and \$0.03 per square foot for weed control is hereby accepted.

NEW BUSINESS ORDINANCES

NBO-1...Consider amending Chapter 9.06(3) Loud and Unnecessary Noise Prohibited, granting a special exception for the Baraboo Country Club to operate mowing equipment before 5:30 a.m.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

Report from BDAS Representative.

REPORTS, PETITIONS, AND CORRESPONDENCE - The City acknowledges receipt and distribution of the following: **Minutes from the Following Meetings –**

Copies of these meeting minutes are included in your packet:

Finance/Personnel Comt.	4-26-16	BEDC	4-7-16
Public Arts Comt.	3-31-16		

Copies of these meeting minutes are on file in the Clerk's office:

Friends of the Library	2-9-16	Police & Fire Comm.	3-21-16, 3-23-16
Emergency Management	4-28-16	BID	4-20-16
CDA Loan Review Comt.	4-20-16	CDA	4-5-16, 4-20-16
Plan Commission	4-19-16	BDAS & Ad Hoc Finance	3-30-16

Petitions and Correspondence Being Referred

INFORMATION

ADJOURNMENT (Voice Vote)

Cheryl Giese, City Clerk-Finance Director

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com.

MAY 2016

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Administrative	3 CDA	4	5 BEDC	6	7
8	9 Park & Rec	10 Finance Council	11	12	13	14
15	16 PFC SCDC	17 Library Plan	18 BID	19 UW Campus	20	21
22	23 Public Safety	24 Finance Council	25 Ambulance	26 Emergency Mgt Public Arts Assoc	27	28
29	30 MEMORIAL DAY Offices Closed	31				

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 135 4th St., or phone 355-2700 during regular business hours at least 48 hours before the meeting so 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.**

Agenda jointly prepared by D. Munz and C. Giese
 Agenda posted by DMM on 05/06/2016

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 26, 2016 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Thurow

Council Members Absent: Vacant Dist 8

Others Present: Chief Schauf, Clerk Giese, Adm. Geick, Attny. Kleczek Bolin, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Alt and carried to approve the minutes of April 12, 2016.

Moved by Alt, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PUBLIC INVITED TO SPEAK – none

MAYOR'S COMMENTS – The Mayor

- Congratulated Library Assistant, Penny Johnson on her 10th anniversary with the City of Baraboo.
- Announced the deadline for letters of interest for District 8, wards 11 and 14 to be April 29, 2016.
- Read a proclamation for International Migratory Bird Day on May 16, 2016.
- Dedication of the Arboretum of Maxwell Potter Conservancy on April 29, 2016.

CONSENT AGENDA

Resolution No. 16-22

THAT the Accounts Payable, in the amount of \$768,871.69 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Plautz and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS

Resolutions:

Resolution No. 16-23

THAT the Baraboo Civic Center be authorized to enter into a lease through July 2022 with the Wisconsin DPI (Department of Public Instruction) 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.

Moved by Petty, seconded by Sloan and carried that **Resolution No. 16-23** be approved-8 ayes.

Resolution No. 16-24

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 \$110 dollars.

Moved by Wedekind, seconded by Sloan and carried that **Resolution No.16-24** be approved-8 ayes.

Resolution No. 16-25

Whereas bicycle tourism is a growing industry in North America, contributing \$47 billion a year to the economies of communities that provide facilities for such tourists;

Whereas the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor crossing southern Wisconsin to be developed as United States Bike Route 30

Whereas the City of Baraboo and the Adventure Cycling Association, with the cooperation of the Wisconsin Department of Transportation and other stakeholders, have proposed a specific route to be designated as USBR 30, a map of which is herein incorporated into this resolution by reference, and

Whereas the proposed route for USBR 30 comes through the City of Baraboo and can therefore provide a benefit to our residents and businesses, and

Whereas we have investigated the proposed route and found it to be a suitable route, and desire that the route be designated so that it can be mapped and signed, thereby promoting bicycle tourism in our area,

Therefore be it resolved that the City of Baraboo hereby expresses its support for the development of USBR30, and requests that the appropriate officials see to it that the route is officially designated by AASHTO as soon as this can be achieved, and authorizes the posting of signs within the City of Baraboo right-of-way identifying the route through the community once the official designation has been made, conditioned on said signs being in compliance with the City of Baraboo Code of Ordinances and obtaining any needed permits.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 16-25** be approved-8 ayes.

MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS

none

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Monthly Reports for March, 2016 from – Treasurer, Fire Dept.

Finance/Personnel Committee – Council Chambers

April 12, 2016

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.

Copies of these meeting minutes are on file in the Clerk's office:

Library Board	3-15-16	BDAS & Ad Hoc Finance Comt.	2-24-16
Municipal Canvass Bd	4-11-16	Emergency Management Comm.	3-31-16
UW Campus Comm.	3-24-16	Bicycle Route Sub-Comt.	3-14-16
Arboretum Sub-Comt.	3-30-16	Plan Commission	3-15-16
Outdoor Recreation Plan	2-4-16		

PETITIONS, AND CORRESPONDENCE

Petitions and Correspondence Being Referred -

INFORMATIONAL ITEMS

Great Lakes Basin Transportation – Railroad Proposal in Wisconsin

ADJOURNMENT

Moved by Ellington, seconded by Sloan, and carried on voice vote, that the meeting adjourn.

Cheryl M. Giese, Clerk-Finance Director

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

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

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

RESOLUTION NO. 2016 -

Dated: May 10, 2016

The City of Baraboo, Wisconsin

<i>Background:</i>
<i>Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted</i>
<i>Comments:</i>

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

THAT John Alt be appointed to the Baraboo Economic Development Commission (BEDC) serving until April 18, 2017.

Offered by: Mayor
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background From the minutes of the Finance & Personnel Committee meeting April 26, 2016: As part of the recommendations in the two items below the Purchasing Policy title would be changed to "Purchasing, Property Disposal, Cash and Claims Policies", the new policy would incorporate other policies regarding property disposal and the Claims Committee would be authorized to settle claims up to \$10,000.

Purchasing Policy – Giese explained two additions which are already policies but have not been incorporated into the master purchasing policy. The first is the Insurance Claims Committee settlement authority of \$3000 which was previously set by a Council resolution. The second is a current practice in the police department for disposing of assets such as police evidence or bicycles. They currently post these items on an internet auction site which is available to anyone to bid on. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Claims Committee Limits – Adm. Geick provided a history of the Insurance Claims Committee and approval parameters. Auto damage claims are exceeding the Committee's authority of \$3000, and practice has been to include claim settlements with the batch of vouchers. Geick requests to increase the settlement limit to \$10,000 and continue the practice of including claim settlements with the vouchers approved by the Council. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

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

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

To adopt the revised "Purchasing, Property Disposal, Cash and Claims Policies"

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

Approved: _____
Attest: _____

Manual Title	THE CITY OF BARABOO'S Purchasing, Property Disposal, Cash and Claims Policies	Page # TOC I
Section	Table of Contents	Dated 02-2006

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Manual Title	THE CITY OF BARABOO'S Purchasing, Property Disposal, Cash and Claims Policies	Page # 2
Section	Objectives	Dated 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, Property Disposal, Cash and Claims Policies	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, and 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, Property Disposal, Cash and Claims Policies	<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, Property Disposal, Cash and Claims Policies	<i>Page # 5</i>
<i>Section</i> 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, Property Disposal, Cash and Claims Policies	<i>Page # 6</i>
<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, Property Disposal, Cash and Claims Policies	Page # 7
Section City of Baraboo Charge Card	Dated 03-2008

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, Property Disposal, Cash and Claims Policies	<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, Property Disposal, Cash and Claims Policies	<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, Property Disposal, Cash and Claims Policies	<i>Page # 12</i>
<i>Section</i> City of Baraboo Charge Card – Fleet Cards	<i>Dated</i> 09-2008

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, Property Disposal, Cash and Claims Policies		<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, Property Disposal, Cash and Claims Policies	<i>Page # 15</i>
<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, Property Disposal, Cash and Claims Policies	<i>Page # 16</i>
<i>Section</i> Sale of Surplus Property	<i>Dated 02-2006</i>

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, Property Disposal, Cash and Claims Policies	<i>Page # 17</i>
<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, Property Disposal, Cash and Claims Policies		<i>Page #</i> 18
<i>Section</i> INSURANCE CLAIMS	<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 \$10,000 and the authority to disallow claims applies to claims against the City of \$10,000 or less. The Claims Committee is authorized to negotiate and settle, without further Council approval, any claims against the City of \$10,000 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 \$10,000 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, Property Disposal, Cash and Claims Policies		<i>Page # 1</i>
<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, Property Disposal, Cash and Claims Policies		<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, Property Disposal, Cash and Claims Policies		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, Property Disposal, Cash and Claims Policies		<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.

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Section	Procedures	Subsection: Emergency Purchases Dated 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.

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Section	Procedures	Subsection: Workflows Dated 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.

Background: The City has budgeted for the reconstruction of a portion of Washington Avenue, from 2nd Street to 4th Street and a portion of 3rd Street, from Jefferson to Washington. These projects include the installation of new curb & gutter where none previously existed and new sidewalk, as directed by the Public Safety Committee, where none previously existed.

The City’s policies dictate that the cost of new curb & gutter and new sidewalk be assessed against abutting properties.

The following Resolution is the final step in the statutory process to assess the cost of these new improvements against the affected properties.

Fiscal Note: (4 one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN BARABOO, WISCONSIN

WHEREAS, the governing body of Baraboo, Wisconsin, noticed a public hearing to be held in the Council Chambers of the City Hall at 135 4th Street, Baraboo, WI 53913 at 7:00 p.m. on the 22nd day of March 2016, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of curb and gutter.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Curb and Gutter – That property on:

- Washington Avenue, from 2nd Street to 3rd Street
- 3rd Street, from Jefferson Street to Washington Avenue
- Walnut Street, from Silver Drive to the southerly City Limits

New Sidewalk – That property on:

- 3rd Street, from Jefferson Street to Washington Avenue

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

1. The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.
2. The City Engineer shall supervise the construction of the improvements in accordance with the report hereby adopted.

3. Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale of the property, the

remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall be become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

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

Dated _____ Signed _____
Michael Palm, Mayor
Published _____ Attest _____
Cheryl M. Giese, City Clerk

Offered by: Public Safety Committee Approved: _____
Motion: _____
Second: _____ Attest: _____

<p>Background: The City has budgeted for the reconstruction of Martiny Court, which will include the installation of new sidewalk, as directed by the Public Safety Committee, where none previously existed. New sidewalk will be installed on Martiny Court as well as on 12 Street, from Martiny Court to Jefferson Street, to provide a connection to the City’s sidewalk “network”.</p> <p>The City’s policies dictate that the cost of new sidewalk be assessed against abutting properties.</p> <p>The following Resolution is the final step in the statutory process to assess the cost of these new improvements against the affected properties.</p>
<p>Fiscal Note: (4 one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted</p> <p>Comments</p>

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN BARABOO, WISCONSIN

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 135 4th Street, Baraboo, WI 53913 at 7:00 p.m. on the 10th day of May 2016, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of curb and gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

New Sidewalk – That property on:

- Martiny Court, from 12th Street north approximately 280 feet
- 12th Street, from Martiny Court east to Jefferson Street

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

1. The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.
2. The City Engineer shall advertise for bids and supervise the construction of the improvements in accordance with the report hereby adopted.
3. Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.
4. Assessments shown on the report represent an exercise of the police power and

have been determined on a reasonable basis and are hereby confirmed.

5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale of the property, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

- **Balance on Tax Roll.** If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

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

Dated _____

Signed

Michael Palm, Mayor

Published _____

Attest

Cheryl M. Giese, City Clerk

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____

Attest: _____

The City of Baraboo, Wisconsin

Background: Bids were received on March 22, 2016 for asphalt paving, asphalt pavement materials, asphalt patching, concrete curb and sidewalk repair, crushed aggregate base course, and concrete and asphalt crushing, and associated with the Public Works Department projects for 2016. The following is a tabulation of the bids:

Proposal #1 – Asphaltic Paving, approximately 7,000 sq yds

D.L. Gasser Construction	\$63,555
Scott Construction	\$63,635

Proposal #2 – Asphalt Pavement Material, approximately 800 tons

D.L. Gasser Construction	\$34,400
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Proposal #3 – Asphalt Pavement Patching, approximately 1,000 sq yds

Abbs Paving	\$37,300
D.L. Gasser Construction	\$30,769.20
Scott Construction	\$33,542

Proposal #4 – Miscellaneous C&G and Sidewalk Replacement, approximately 6,500 sq ft

Property Services Maint., Inc	\$46,350
Fairfield Concrete	\$53,550
Van's Construction	\$65,700
Rennhack Construction	\$72,515
Augelli Concrete & Exc.	\$75,500
Pember Companies	\$101,715

Proposal #5 – Crushed Aggregate Base Course, approximately 500 tons

Kraemer Company	\$5,690
Yahara Materials	\$5,950
D.L. Gasser Construction	\$6,950

Proposal #6 – Asphalt and Concrete Pavement Crushing, approximately 8,000 tons

Yahara Materials	\$44,000
Kraemer Company	\$44,320
D.L. Gasser Construction	\$48,000

Proposal #7A – Grading and Paving for Parks – Path at Maxwell-Potter Conservancy

D.L. Gasser Construction	\$15,811
Kraemer Company	\$21,985
Abbs Paving	\$23,720

Proposal #7B – Grading and Paving for Parks – Basketball Court at City View Park

D.L. Gasser Construction	\$3,984.35
Abbs Paving	\$8,000
Kraemer Company	\$8,566

These bids were reviewed by the Public Safety Committee at their May 2nd meeting and they unanimously recommended their award to the respective low bidders.

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

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

That the low bids of :

D.L. Gasser	\$63,555 – Proposal #1 – Asphaltic Paving
D.L. Gasser	\$34,400 – Proposal #2 – Asphalt Pavement Materials
Abbs Paving	\$37,300 – Proposal #3 – Asphaltic Patching
Property Services Maint., Inc	\$46,350 – Proposal #4 – Curb and gutter & sidewalk repair
Kraemer Company LLC	\$ 5,690 – Proposal #5 – Crushed Aggregate Base Course
Yahara Materials	\$44,000 – Proposal #6 – Concrete and Asphalt Crushing
D.L. Gasser	\$15,811 – Proposal #7A – Grading & Paving for Parks Dept
D.L. Gasser	\$3,984.35 – Proposal #7B – Grading & Paving for Parks Dept

Are hereby accepted and all other bids are rejected.

Offered by: Public Safety Comm.
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The City contracts annually for the mowing of the median strips on US Highway 12. Proposals were received from 3 firms with the results as follows:

Top 2 Bottom	\$50.00 per mowing
Breakthrough Services	\$63.00 per mowing
Sunrise Property Care	\$75.00 per mowing

The bidders also provided an hourly rate for weed pulling and trimming.

The Public Safety Committee reviewed these proposals at their May 2nd meeting and recommended award of this Proposal to the low bidder.

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

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

That the proposal for mowing of the USH 12 median strips from Top 2 Bottom in the amount of \$50.00 per mowing and \$25 per hour for additional weed pulling and trimming is hereby accepted and all other bids are rejected.

Offered by: Public Safety Comm.
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The City contracts annually for the mowing of noxious weeds and rank growth on offending individual properties throughout the City of Baraboo. Proposals were received from only 1 company this year with the results as follows:

	Description	Sunrise Property Care (Price / Sq Ft)
Improved Lot	Mowing 12" Weeds or Rank Growth	\$0.010
	Mowing 12" Weeds or Rank Growth w/collection	\$0.02
Vacant Property	Mowing 12" Weeds or Rank Growth (< 0.5 acres)	\$0.01
	Mowing 12" Weeds or Rank Growth w/collection (< 0.5 acres)	\$0.05
	Mowing 12" Weeds or Rank Growth (> 0.5 acres)	\$0.006
	Mowing 12" Weeds or Rank Growth w/collection (> 0.5 acres)	\$0.05
	Chemical Application	\$0.03
	Minimum Charge	\$35.00

The bidders also provide an hourly rate to spray chemical herbicide for weed control.

The Public Safety Committee reviewed these proposals at their May 2nd meeting and recommended award of this Proposal to the low bidder.

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

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

That the Proposal for mowing of weeds and rank growth from Sunrise Property Care in the amount of \$0.01 per square foot for mowing an improved lot, \$0.05 per square foot for vacant property less than ½-acre, \$0.006 per square foot for vacant property greater than ½-acre, and \$0.03 per square foot for weed control is hereby accepted.

Offered by: Public Safety Comm.
Motion:
Second:

Approved: _____
Attest: _____

The City of Baraboo, Wisconsin

Background: The Administrative Committee heard a request from the Baraboo Country Club to amend Baraboo Code of Ordinances §9.06(3). The Baraboo Country Club is currently violating the ordinance for business reasons to accommodate early tee times in order to remain competitive in the business and for the safety of the maintenance crew to avoid exposure to flying golf balls. The golf course must be maintained daily. It is not technically or economically feasible for the existing operation and equipment to comply with the noise standards. The Baraboo Country Club has begun lawn maintenance at sunrise for at least the last 19 years.

The ordinance amendment would allow an exception to the noise prohibition for Baraboo Country Club lawn mowing equipment to begin work at 5:30 a.m. from May 1st until September 30 of each year.

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

An Ordinance amending §9.06(3), Loud and Unnecessary Noise Prohibited, to provide for an exception for the Baraboo Country Club.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. **9.06 LOUD AND UNNECESSARY NOISE PROHIBITED.** (4) The Baraboo Country Club is granted an exception to subsection (3) and allowed to operate lawn mowing equipment for the purpose of golf course maintenance beginning at 5:30 a.m. from May 1st until September 30th of each year.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 2016 and is recorded on page ____ of volume ____.

City Clerk: _____

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 amended agenda and carried unanimously. Moved by Sloan, seconded by Thurow to approve the minutes of April 12, 2016. Motion carried unanimously.

Accounts Payable – Moved by Thurow, seconded by Sloan to recommend Council approval of the accounts payable for **\$768,871.69**. Motion carried unanimously.

Civic Center Leases – Park and Recreation Director Hardy discussed the DPI lease and changes to the lease language. They are also looking for a 5 year option with a 2.5% increase in rates. The Parks Commission has reviewed and is recommending for approval. The City Attorney has reviewed and approved the lease. Moved by Sloan, seconded by Thurow and carried to recommend to Council for approval.

Driftless Glen Properties – Attorney Kleczek Bolin discussed the 2.8 acre property available in the Devil’s Lake business park. Driftless Glen is looking to purchase the property to build a facility for storage, and requests a right of first refusal. They are offering \$110 for the Right of First Refusal. Moved by Thurow, seconded by Sloan and carried to recommend to Council for approval.

Purchasing Policy – Giese explained two additions which are already policies but have not been incorporated into the master purchasing policy. The first is the Insurance Claims Committee settlement authority of \$3000 which was previously set by a Council resolution. The second is a current practice in the police department for disposing of assets such as police evidence or bicycles. They currently post these items on an internet auction site which is available to anyone to bid on. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Claims Committee Limits – Adm. Geick provided a history of the Insurance Claims Committee and approval parameters. Auto damage claims are exceeding the Committee’s authority of \$3000, and practice has been to include claim settlements with the batch of vouchers. Geick requests to increase the settlement limit to \$10,000 and continue the practice of including claim settlements with the vouchers approved by the Council. Moved by Sloan, seconded by Thurow and carried to recommend to Council for action.

Committee Comments: None.

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

Cheryl Giese, Clerk-Finance Director

Minutes for the Baraboo Public Arts Committee Baraboo City Hall, 135 4th St., Baraboo, WI

Date and Time: Wednesday, 31 March 16 at 4:00 P.M.

Location: Council Chambers, 135 4th Street, Baraboo

Members present: Morgan McArthur, Mike Palm, Ed Geick , Bekah Stelling, Letha Kelsey (by phone)

Visitor: Judy Ashford, Sauk County Supervisor and chair, Arts, Humanities and Historic Preservation Committee

Call to Order @ 4:04 PM by Palm (Stelling arrived 5 mins late)

- Note compliance with Open Meeting Law.
- Approve agenda – Palm moved, Geick seconded
- Approve minutes of two long-term strategy meetings in Feb - Palm moved, McArthur seconded

- Treasurer’s report – with Larry McCoy’s resignation the treasurer position is vacant. Geick reported that there is approximately \$2000 in the bank. McArthur agreed to assume interim treasurer position.

- Old Business – mural update. Bob Behounek dedication plaque has been installed on the mural wall.

- New Business
 - *Baraboo NewScape* newsletter is out and there is an invitation for the community to participate in a public art survey. Palm suggested that we await the results of the survey and marry them up with the long term strategic plan discussion points. End date for the survey is the end of April 2016.
 - Bridge project discussion. Palm visited the Broadway trestle site with Brent Hesselberg, local sign artist (The Sign Shop, Hwy 113). Hesselberg generated two concept images showing a faux-rock finish and BARABOO lettered in period-appropriate type that would be applied to panels affixed to the metal trestle structure. A railing matching that found on Broadway near Statz-Zantow field would be attached to the trestle as well. Palm has also reached out to Bernie Poff, Prairie du Sac artist and art director of the Baraboo Public Mural project for a design opinion. Awaiting Bernie’s return call. Hesselberg didn’t provide a cost estimate. Geick noted that this project could be considered a civic expense because it serves as a Baraboo ‘greeting card’ and the community art component is minimal. This would preserve BPAA dollars for other projects. Stelling noted that the location is too far south to be considered by BID for funding support. Additional note: The new city administration building may be sited on the property directly across Broadway from St. Vincent de Paul, making this project even more significant.

Palm will follow up with WR Sauey on a conversation about monetary support for upgrading the trestle when Mr. Sauey returns to Baraboo in mid-April.

Palm requested that McArthur circulate an email to the board that contained images of other railroad trestle projects around the country as fodder for design ideas.

Beth Persche is a Baraboo mosaic artist who helped with a community art project in Reedsburg for Fermentation Fest. Stelling was going to make contact about possible involvement/consultation on future public art projects in Baraboo. McArthur cited the Sauganash mosaic mural project in North Chicago as a stellar piece of public art on a railroad trestle. McArthur loaned his documentary DVD on that project to Stelling.

- Review of by-laws. Originally suggested by Larry McCoy. Palm moved to postpone until board positions are filled. Noted that the board had discussed modifying the wording in section 4.2 to read that board members must *live in or work in Baraboo area businesses*. McArthur moved, Kelsey seconded.
- Fundraising. Palm noted that it's difficult to engage the public in fundraising without a specific project. Geick said that that is more reason to consider assembling a catalog of possible projects. This could then serve as a sales tool for expat Baraboo residents and for use at class reunions.
- A subcommittee consisting of Stelling, Kelsey and McArthur will organize a conference call to Kelly Meredith, Butternut portrait muralist, to capture her experience in organizing and funding public portrait projects in other communities. All board members are welcome to participate when it gets organized. The conference phone in the Council Chambers is available for use.
- The board should consider prospects for adding to the present board. Palm suggested that a member who could be a potential sponsor may merit some thought. He referenced Kurt Cottier of Community First Bank when the BPAA was first formed. Cottier brought seed money to get the group off the ground. Palm offered to talk with Brent at Community First Bank. Stelling suggested Arlene Began, Beth Persche, Beth or Stephanie Miller from the Al. Ringling Theatre. McArthur suggested Judy Spring. Stuart from Ringling House has indicated to Palm that he would be interested in some committee assignments. Shondell Marks and Alan Anderson were also mentioned.
- The question was asked if the Bank can serve as interim treasurer. Palm to check. McArthur offered to perform the role on an interim basis.
- The question was asked of Judy Ashford about another round of AHHP grants through Sauk County and she confirmed that applications would be due in August 2016.

Next meeting: Wednesday, 28 April 16 at 4 PM

Geick moved to adjourn @ 5PM. Seconded by Palm.

Minutes recorded by Morgan McArthur, Secretary

Baraboo Economic Development Commission
Meeting Minutes
April 7, 2016

I. Call to Meeting to Order and Note Compliance with Open Meeting Law

Chairperson Greg Wise called the meeting to order at 6:00 PM in Room 12 of the Civic Center 124 2nd St., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call & Approve Agenda

Present: Wise, Burgi, Alt, Bowers, Jelle, Palm, Stauffacher, Taylor

Absent: Alt, Ayar, Huffaker

Other: Ed Geick, Meg Allen, Mike Hardy, Patrick Cannon,

III. Approve Minutes

Motion to approve the minutes as presented for March 3, 2016

Jelle (1); Alt (2)

Aye: Wise, Burgi, Alt, Bowers, Jelle, Palm, Stauffacher, Taylor (all via voice)

Nay: None

IV. Public Comment

No one from the public wished to make a comment at this time.

V. Review and Discussion: Economic Development Partners

A. Baraboo Chamber of Commerce – Bobbie Boettcher

Ms. Boettcher was introduced as the new Chamber Director. She outlined her goals as she begins to work through the various Chamber programs. She looks forward to working with BEDC in the future.

B. Baraboo Area School District – Lori Mueller & Sean McNevin

Ms. Mueller was unable to attend. Mr. McNevin gave an overview of the forthcoming request from the School Board for a referendum. Mr. McNevin outlined the needs for the High School and the estimated costs for the remodeling and new construction. The schools estimate the cost to be \$36,000,000. He indicated that the referendum is for the building only and does not contain any operating funds request.

VI. Update on the Collaborative Baraboo River Corridor Plan

Mayor Palm gave a brief update on the Baraboo River Corridor Plan. This plan is a multi-jurisdictional plan involving Sauk County, the Village of North Freedom, Village of West Baraboo and the City of Baraboo. The plan is designed to enhance the use of the river corridor and outline improvements that can be completed in the river way to augment its use.

Upon completion of the Plan it will be submitted to the respective bodies for their consideration and approval.

VII. Update on Development Activities

The Mayor also indicated that a Phase I analysis is being completed for 1208 Oak St. If the Phase I warrants the need for additional studies, outside funding may be available.

VIII. Update on the Plan Commission and Council

Also included in the Mayor’s discussion was the status of the new Public Safety/ Administration building. He indicated that the City Council has authorized staff to also look at the former Boo-Canoe site as a potential site.

The Planning Commission has approved an additional 22 lots at the intersection of Hwy T and Man Mound Road.

Kwik Trip has begun construction of their new facility located at the intersection of HWY 12 and South Blvd. Also, Pizza Ranch is purchasing property from Teel Manufacturing and will be relocating their restaurant to that site.

IX. Updates from economic development partners and collaborators

CDA Director Cannon indicated that the City has been approached about conducting a Business Walk program. The Board asked for additional information on how this program works.

The City is also considering a contract with MSA professional Services to complete the Eastside neighborhood study. This will be presented to the City Council for their approval. A future meeting including the members of BEDC will be scheduled as part of this project

X. Review of Commission Ordinance language

Chairman Wise indicated that the current city ordinance outlines the composition of the BEDC Board. He indicated that he would like the Board to consider some changes to the ordinance. He would like to include some board seats to various other groups working within the area. He provided a draft of some changes and asked that the members review this for a future meeting.

XI. Update on Economic Development Plan

The Board would like some additional information regarding the Business Walk program.

XII. Update on Partner Presentation Schedule

For the next meeting, the Board meeting will be held at Synergy Metalworks for a tour of their new facility.

The group also discussed a list of potential presenters for meetings throughout the year.

XIII. Commissioner and City Staff comments

The meeting was adjourned at 7:28 PM.

Greg Wise
Chairperson

Patrick Cannon
Recorder