



CITY OF BARABOO COMMON COUNCIL AGENDA
 Council Chambers, 101 South Blvd., Baraboo, Wisconsin
 Tuesday, January 28, 2020, 7:00 P.M.

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, and Thurow.

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Allison Goetz*

1. **CALL TO ORDER.**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**
3. **APPROVAL OF PREVIOUS MINUTES.** (*Voice Vote*): January 14, 2020
4. **APPROVAL OF AGENDA.** (*Voice Vote*)
5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**
6. **PRESENTATIONS**
 - The Mayor will present the Baraboo GEM Award to Mary Dressen.
 - Darren Hornby will present the Baraboo Area Chamber of Commerce Annual Report.
7. **PUBLIC HEARINGS** – *None Scheduled*
8. **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.*)
9. **MAYOR'S BUSINESS:**
 - The Mayor would like to announce and congratulate Community Service Officer Allison Goetz who will be retiring after 20 years with the Baraboo Police Department. We wish Allison a very happy retirement!
 - 2020 Census Reminder.
10. **CONSENT AGENDA.** (*Roll Call*)
 CA-1...Approve the accounts payable to be paid in the amount of \$_____
11. **ORDINANCES ON 2ND READING.**
 SRO-1...Approve revising Ordinance §7.02(2)(b)2 to provide for No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

 SRO-2...Approve amending §8.05 of the City Code regarding Snow and Ice Removal.
12. **NEW BUSINESS – RESOLUTIONS.**
 NBR-1...Approve the revised job descriptions and pay grade increase for Office Assistant-Accountants in the Finance Department.

 NBR-2...Approve updates to the Employee Personnel Policy and Procedure Handbook.

13. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*
- Congratulations to the Street Department on a job well done, both plowing and snow removal for the downtown.
 - Congratulations to the Finance Department, realizing a cost savings with the purchase of new Baraboo Transit vans for 2020.
14. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:
- **Reports:** December 2019 – Treasurer & Fire Dept.
 - **Minutes from the Following Meetings:**

<u>Copies of these meeting minutes are included in your packet:</u>			
Finance	1-14-20	UW Campus	12-19-19
<u>Copies of these meeting minutes are on file in the Clerk's office:</u>			
PFC	11-18-19		
 - **Petitions and Correspondence Being Referred:**
 - Letter from Matt & Joan Hart regarding Elizabeth Street road condition – Mayor will refer to Public Safety Committee.
15. **CLOSED SESSION**
 Moved by _____, seconded by _____, to go into Closed Session. If there is a majority vote to go into Closed Session, the Mayor will announce that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats, for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (deliberate the City's investment of public funds in and contractual arrangement with the Baraboo District Ambulance Service).
16. **OPEN SESSION**
 Moved by _____, seconded by _____, to go into Open Session. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.
17. **ADJOURNMENT.** *(Voice Vote)*

Brenda Zeman, City Clerk

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

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
	Public Safety	Finance Council	Ambulance	Public Arts		

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Administrative	CDA		BEDC		
9	10	11	12	13	14	15
	Park & Rec	Finance Council				
16	17	18	19	20	21	22
	Presidents' Day SCDC PFC	Plan Library	BID	UW Campus Emergency Mgt		
23	24	25	26	27	28	29
	Public Safety	Finance Council	Ambulance	Public Arts		

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 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, January 14, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, M. Hardy, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of December 10, 2019 & January 7, 2020.

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

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – *None Scheduled*

PUBLIC HEARINGS - The Mayor announced that this is the published date and time to hear public comment concerning the request of Karla and Josh Reinhardt, LC to repeal the Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The Mayor congratulated the following staff on their anniversaries:
 - Greg Mayer, Public Works Dept. 5 years
 - Brenda Carey-Schick, Library 5 years
- The Mayor congratulated Alderperson John Alt who will be resigning from his seat on the Baraboo Common Council effective February 26, 2020. Thank you John for your dedication, service, and all your hard work.

*If any resident residing in Aldermanic District 7 is interested in serving on the Baraboo Common Council, please complete the application located on our website under the “Resident” tab by Friday, February 14, 2020. For more information or questions, please contact Mayor Palm.

CONSENT AGENDA

Resolution No. 19-149

THAT the Accounts Payable in the amount of \$ 7,744,795.87 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-150

THAT the City Clerk be authorized to issue the following Liquor Licenses:

Picnic License

- St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Resolution No. 19-151

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Dustin Nachtigal, Wal-Mart
- Tyler James Nemitz-King, Casey's
- Mariah Deyo, Baraboo Burger Company

Moved by Kolb, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

NEW BUSINESS – RESOLUTIONS**Resolution No. 19-152**

WHEREAS, the Plan Commission has recommended approval of the Plat of Island Court Condominium for a two-unit condominium on Lot 1 of Certified Survey Map No. 4892;

NOW, THEREFORE, BE IT RESOLVED that the Plat of Island Court Condominium, containing one (1) existing duplex building or two (2) condominium units, is hereby granted final approval subject to the applicable provisions of Chapters 236 and 703 of the Wisconsin Statutes and Chapter 18 of the Baraboo Municipal Code of Ordinances, provided that the recorded version of the Condominium Instruments are identical to the copy filed with the City Engineer and that all review fees be paid in full.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-152** be approved-9 ayes.

Resolution No. 19-153

THAT the Civic Center be permitted to extend a special rental agreement to Bike Wisconsin allowing for the use of the Civic Center gymnasium, kitchen, locker rooms and room 12 including allowing overnight camping on Civic Center grounds the night of June 18, 2020 for a total of \$620.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-153** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Alt and carried unanimously to approve the 1st reading of **Ordinance No. 2540** revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

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

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:
 - a. No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

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

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 1st reading of **Ordinance No. 2541** amending §8.05 of the Baraboo Municipal Code regarding Snow and Ice Removal.

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

1. Section 8.05 of the Baraboo Municipal Code is amended as follows:

8.05 SNOW AND ICE REMOVAL. (1965 01/12/99, 2033 11/14/2000, 2180 02/08/2005, 2287 10/14/2008, xxxxxxxx)

- (1) **SIDEWALK SNOW AND ICE REMOVAL.** The owner or lessee of every lot or parcel of land in the City in front of or abutting upon a sidewalk shall clear the entire width of such sidewalk of snow and ice no later than 24 hours after such snow or ice has accumulated thereon. The owner or lessee of a lot or parcel abutting sidewalks on two intersecting streets shall remove all snow and ice from the sidewalks of both streets, including that portion of the sidewalks bordering the crosswalk, including the entire curb ramp, if any, through the snow plow line to the cleared street, regardless of the source of the snow or ice accumulation. In the event sidewalk snow or ice shall become frozen so hard that it cannot practically be removed, the owner shall keep the sidewalk effectively sprinkled with sand, salt, or other suitable substance in such manner as to prevent the ice from being dangerous, and shall promptly clean such sidewalk as soon as weather permits.
- (2) **SNOW NOT TO BE DEPOSITED ON PUBLIC WAYS; CREATION OF DOWNTOWN SNOW REMOVAL DISTRICT.**

Except in the downtown snow removal district, no person shall deposit any snow on any public street or alley in the City unless such person shall, within one hour thereafter, cause such snow to be removed from such street or alley. Sidewalk snow may be deposited within the tree bank, but shall not be deposited in the street.

- (b) A downtown snow removal district is hereby created within the following perimeter: Commencing at 1st Avenue and Broadway, thence east on 1st Avenue/Street to Ash Street; thence north on Ash Street to 3rd Street; thence east on 3rd Street to East Street; thence north on East Street to 4th Street; thence west on 4th Street to Ash Street; thence north on Ash Street to 5th Street; thence west on 5th Street/Avenue to Birch Street; thence south on Birch Street to 3rd Avenue; thence east on 3rd Avenue to Broadway; thence south on Broadway to 1st Avenue, the point of beginning. The perimeter shall be considered to run down the middle of the street. Only property inside the described perimeter shall be considered a part of the district. Within the perimeter of the downtown snow removal district, snow removed from

contiguous properties may be deposited at the curb line, for later pickup and disposal by the City.

- (3) **CITY ABATEMENT.** In the event the owner or lessee of any lot or parcel of land fails to comply with or violates the provisions of sub (1), above, or violates sub (2), above, the Street Superintendent or designee may summarily remove such snow and ice and cause the cost of said removal to be charged to the owner of the property from which said snow or ice has been removed, after first providing the property owner with an abatement notice pursuant to §10.07(2)(a) of the City Code. An abatement notice under this §8.05 need only be served once upon a property owner per winter season. If the charge is not paid within 30 days of the date of billing, an additional administrative charge of 10% of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of 1% per month until paid, and such charge shall be extended upon the current or next tax roll as a charge for current services as provided in §66.0627, Wis. Stats.
- (a) Appeals. A property owner may appeal the charge to the Administrative Committee by notifying the City Clerk within 14 calendar days of the date of the City's invoice to the property owner. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting, time permitting, and the decision shall be final. The Administrative Committee may consider the following when determining the merits of the appeal:
- i. Whether the snow/ice warranted an abatement pursuant to subs (1) or (2), above, and
 - ii. Whether the City provided the property owner with a notice of abatement, and
 - iii. Whether the property owner took reasonable steps to abate the nuisance as required by this Section, and
 - iv. Whether the charge invoiced to the property owner was reasonable.
- (4) **VIOLATIONS.** Any person violating any of this §8.05 shall be subject to a forfeiture as provided in §25.04 of the City Code. Each day any violation of this subsection continues shall constitute a separate offense. Prosecution under sub (1) or sub (2), above, shall not bar the City from proceeding under sub (3), above, nor shall proceeding under sub (3), above, bar prosecution under sub (1) or sub (2), above.

This Ordinance shall take effect upon passage and publication as provided by law and have an effective date commensurate with the sale of said property.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2542** approve repealing Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification as requested by Karla and Josh Reinhardt, LC.

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

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP

- (4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The Planned Unit Development 2019-02 that was approved on October 8, 2019, as Ordinance 2530, and incorporated into the zoning map is hereby repealed.

This Ordinance shall take effect upon passage and publication as provided by law and have an effective date commensurate with the sale of said property.

ADMINISTRATOR AND COUNCIL COMMENTS

- Reminder of “No Smoking in City Parks” according to City Ordinance 19.03(12) adopted March 12, 2019.
- Effective January 1st, the City of Baraboo now contracts with Abby Vans for the Shared Ride Taxi Service.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** November, 2019 – Fire Dept. & Treasurer
December, 2019 – Building Inspector
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

December 10, 2019

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Adm. Geick, E. Truman, B. Zeman, C. Haggard, W. Peterson, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Kent to approve the minutes of November 26, 2019 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Thurow, seconded by Kent to recommend to Council for approval of the accounts payable for **\$492,125.55**. Motion carried unanimously.
- b) **Approve contract with Donohue & Associates, Inc. for the construction administration services of the Oak Street Booster Station Electrical Upgrade for the not to exceed amount of \$23,255.** W. Peterson explained that because they had not previously worked with Donohue & Associates, Inc., they did this as a two-phase project. Because Donohue & Associates, Inc. did such a great job with the design and bidding phase of the project, they did not solicit other firms for the construction administration services. Their proposal is well within the market range for construction. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- c) **Approve the low bid of Pieper Electric in the amount of \$247,748 for the replacement of the electrical system of the booster station.** W. Peterson noted that 4 bids were received for this project. The bids included the Base Bid, an Alternate 1 which eliminated the generator and Alternate 2 which installs a new driveway for the generator. Because the bids received were within the estimated amounts, Alternate 1 will not be pursued. It's recommended we accept the bid from Pieper Electric for the replacement of the electrical system and the installation of a new driveway to the new generator (alternate 2) for a project total of \$247,748. Moved by Thurow, seconded by Kent to recommend the low bid of Pierper Electric to Council for action. Motion carried unanimously.
- d) **Approve the contract with SEH Inc. for the Baraboo Utilities Design services of the WisDOT Hwy 33 reconstruction in the amount of \$99,500.** W. Peterson reminded the Committee that the DOT is planning to reconstruct Hwy 33 within the next few years. Because the utilities are stand-alone under the highway, any changes we would like made with the project must have the engineering done separately. We then forward that information to the DOT to incorporate into their plans; it then becomes part of their construction plan. Six proposals were sent out, with 4 returned. Because the low bids lacked DOT experience, had weak proposals, and low availability of staff, W. Peterson is requesting that we move forward with SEH, Inc. Moved by Kent, seconded by Thurow to recommend contracting with SEH, Inc. to Council for action. Motion carried unanimously.
- e) **Approve the contract with Allen Steele Company Inc. for the construction of the Mill Race Water Main & Sanitary Sewer River Crossing Replacement at a cost of \$245,415.40.** W. Peterson explained that our current sewer and water crossing below the Manchester bridge was built in the 1930's. Because the existing sewer crossing is a single barrel and we are starting to experience some difficulties with the sewer siphon not working correctly, he is proposing we install a new dual-barrel. Because the water main lies right next to the sewer, he is proposing this be replaced at the same time. It's recommended that we accept the bid from Allen Steele Co. Inc. in the amount of \$245,415.40 for the directional drilling of an 8" dual-barrel sewer crossing, replacing the 6" water main, installing an additional 2" conduit, and replacing the additional 385' of water main east of the river. Moved by Thurow, seconded by Kent to recommend approving the contract with Allen Steele Company Inc. to Council for action. Motion carried unanimously.
- f) **Authorize Finance Director to combine the Economic Development Grant Fund 984 with the 1979 Community Development Block Grant (CDBG) Fund and name the new Fund the "Revolving ED Loan Fund 986.** C. Haggard explained that she is asking for permission to consolidate and rename these funds. Moved by Thurow, seconded by Kent to approve consolidating and renaming these funds. Motion carried unanimously.

Informational Items – Airport Financial Statements

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:19pm.

Baraboo Economic Development Commission Minutes

December 5, 2019

- I. Call to Meeting to Order and Note Compliance with Open Meeting Law**
Chair John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.
- II. Roll Call**
Present: Alt, Bowers (5:35), Ayar, Caflich, Johnson, Mueller, Palm, Reppen, Ryan, Taylor, Wastlund, White
Absent: Walczak
Other: Kenney Downing, Patrick Cannon
- III. Approve Agenda**
Motion to approve the agenda as presented
Taylor (1); Johnson (2)
Aye: All via voice vote
Nay: None
- IV. Approve Minutes**
Motion to approve the minutes for October 3, 2019

Palm (1); Taylor (2)
 Aye: All via voice vote
 Nay: None

V. Public Comment

Mayor Palm introduced Ms. Kenney Downing. Ms. Downing is the new City Administrator.

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - Paving has been completed on the City Street projects for 2019
 - The Plan Commission is looking at a zoning change for Neighborhood Zoning
 - A summary of the 2020 budget highlights was provided
 - Jason Kent will be serving as the new Alder for District #6
- Ms. Mueller indicated that the School District has added 9.5 new positions
- Ms. Ryan indicated that Powered up has created a new web site and over 60 people attended their launch
- Dr. Ayar indicated that the University will be offering two new Masters Programs
- Ms. Caflisch indicated that the Chamber has passed their 2020 budget and they are looking at holding and Oktoberfest in the fall
- Mr. Taylor indicated that the Classic Club feed over 500 meals
- Mr. White updated the group on the following
 - Annual Fall Forum
 - SCDC is working with the county on housing issues
 - The Innovation Group meeting was cancelled due to low registrations
- Mr. Bowers indicated that the Village has passed their 2020 budget with no one attending the meeting
- Mr. Johnson indicated that dairy prices are up.
- Mr. Reppen indicated that Servo is doing well and in need of employees. The County has also passed their 2020 budget
- Ms. Wastlund indicated that the CDA held its annual meeting and elected new officers for 2020

VII. New Business

a. Establishing 2020 Goals for BEDC

The Board noted that previous goals included:

- River Trail Way
- Four Lane Highway
- Workforce Housing

Members were asked to think of future goals and that a Strategic Planning session should be held.

b. Consideration and discussion of changing the January 2020 meeting date

It was noted that the January meeting is scheduled to be held on January 2, 2020. After discussion of potential new dates, it was decided to not change the date.

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at Glacier Rock in February.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 7:01 pm.

Palm (1); Caflisch (2)
 Aye: All via voice vote
 Nay: None

Present: Members: Brunker, Stelling, Yount, Sloan, Byberg, Marklein, Wickus
Others: Downing

Absent: Fay, Kolb

Vice President Wickus called the meeting to order at 5:56

Approval of November 2019 minutes: Byberg/Sloan
Adoption of Agenda: Stelling/Brunker

President: None
Secretary: None
Treasurer: We need to allocate additional funds in the 2020 budget to cover additional administrative expense. We will need to amend our budget to allocate the recommend \$2,200 to this item and move money to cover the additional expense for 2019.
Appearances: Garlands are looking a little rough; Bekah will check into this, but may be due to weather.
Business Development: None
Finance: None
Parking: None
Promotions: Did a billboard campaign in conjunction with the Chamber.

New Business

- 1. Vouchers:
 - a. Franz Landscape \$875
(Appearances)
 - b. Baraboo Area Chamber \$1,875
(Promotions)
 - c. Lanman and Lanman \$107.61
(Appearances)
 - d. Capital Newspapers \$112.06
\$60.02
- Total: \$3,029.69**
- Approved: Sloan/Byberg

Motion to adjourn at 6:20 p.m. by Stelling/Sloan

Minutes of the Public Safety Committee Meeting December 9, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Administrator Kennie Downing, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Wade Peterson, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. Wedekind said that Item E. to recommend approval of the proposed Water Meter Reading Agreement with the Village of West Baraboo would be deleted from the agenda. It was moved by Kolb, seconded by Plautz to approve the agenda as amended. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the October 28, 2019 meeting. Motion carried unanimously.

New Business

- a. Review Proposals for STH 33 Engineering Services and recommend award of contracts – Peterson said that the DOT is going to be doing STH 33 in 2023 or 2024 and the Utility has work that needs to be done during this project, and all engineering work needs to be submitted to the DOT by the end of 2020. Peterson explained the process for receiving RFP from different engineering firms. He said that staff is suggest to use SEH, they are not the low bidder; however, SHE is a sub to the DOT to do some of their work, and feel that they are the best fit for the project. It was moved by Kolb, seconded by Plautz to recommend award of contracts to SEH. Motion carried unanimously.
- b. Review Proposals for Oak Street Booster Station Construction Engineering Services and recommend award of contract – Peterson said that Donahue & Associates is the firm that did the design and he bidding for the Oak Street Booster Station and staff would like to continue with them for the construction portion of it. Peterson said that the firm did an outstanding job with the first part and hit all the timelines. Peterson said that the construction part is approximately \$250,000 and this is about 10%, which is about the market for doing construction

engineering. It was moved by Kolb, seconded by Plautz to recommend award of contract to Donahue & Associates. Motion carried unanimously.

- c. Review Bid Tabulation for Oak Street Booster Station Electrical Upgrade project and recommend award of contract to low bidder – Peterson said that the entire electrical system will be replaced from a 240 volt system to a 480-volt. He said they want to go with BFDs, and replace the generator. He said the base bid was just doing all the electrical; Alternate 1 was if the project were too much, we would not have done the generator, but rather use the portable generator. Alternate 2 is to do the driveway to get to the new generator. He said staff is requesting to use Pieper Electric for the base bid and Alternate 2. It was moved by Kolb, seconded by Plautz to recommend awarding contract to Pieper Electric for \$247,748. Motion carried unanimously.
- d. Review Bid Tabulations for Hill Street Utility Crossings and recommend award of contract to low bidder – Peterson said just south of the bridge there is a sewer syphon and water main that was installed in the 1930s. He said at this time we are experiencing problems with the sewer syphon, it is only a single barrel, which means there is only one pipe and it is difficult to get sewage from one side of the river to the other. He said that a dual-barrel syphon would be installed. Peterson said it is a directional bore project. Peterson then explained the alternates for the project. Peterson said at this time he is requesting the \$224,800.90 base bid, and then adding 385-feet of water main (Alternate A), for an additional \$20, 614.50, for a total of \$245,415.40. It was moved by Kolb, seconded by Plautz to recommend awarding the contract to Allen Steel Company, Inc. for \$245,415.40. Motion carried unanimously.
- e. Deleted
- f. Review and recommend award of 2-year contract for removal of snow and ice to low bidder – Attorney Truman presented the background to the Committee. She stated two bids were received, Sunrise being the low bidder. She said that Sunrise does have a minimum bid of \$40.00; however, when doing the math, Sunrise is still low bidder. It was moved by Plautz, seconded by Kolb to recommend awarding the 2-year contract for removal of snow and ice to Sunrise. Motion carried unanimously.
- g. Consider a No Parking area on north side of Sauk Ave between Industrial Court and State Rd 136, across from HAPCO's Loading Docks – Pinion said that HAPCO has expressed frustration regarding not being able to get into their loading docks due to semis being parked on both sides of Sauk Avenue. He said HAPCO is requesting a no parking zone across from the loading dock. He said that Chief Schauf and he looked at this and do not have a problem with this, and feels that there is a need. It was moved by Plautz, seconded by Kolb to approve a No Parking area on the north side of Sauk Avenue between Industrial Court and State Rd 136, across from HAPCO's loading docks. Motion carried unanimously.
- h. Review and possible recommendation to amend Chapter 5, Fire Department, of the Baraboo Municipal Code and to update the Official Fee Schedule for the corresponding permits – Attorney Truman presented the background. Truman said that the majority is cleanup to make sure it is all proper and correct. She said the two biggest changes are strictly policy decisions, one is for Fire Performers. She said that the Fire Chief and she that the best way to handle this would be a separate Fire Performer standard within the Fire Code itself felt it. The other big change is to get rid of open burning. She said that it would eliminate the ability to open burn; however, they would need the Chief's approval prior to a burn. Chief Stieve then explained the reasoning behind his request to the Committee. Stieve said that there would be a \$75.00 fee for the permit. Plautz said that he feels the \$75 fee is somewhat prohibitive, and the \$25 for a bon fire. He feels that the fees should be the same. Stieve said that if he had to go out to inspect yards, etc. for bon fires, it would be more than \$25, and more in the \$75.00 range. He said his opinion as a Fire Chief; he professionally thinks it is an equated way to do it, especially the facilities the City offers and the services offered because they are paying for them anyway with the leaf pickup, the compost site, etc. Kolb suggested making both fees \$50. Kolb stated that he feels that all keys should be clearly identified should be added in lock box section. Kolb moved to recommend all changes as suggested, with the amendments that all keys should be clearly identified should added in the lock box section, and that the fees for open burning and bon fires should both be \$50.00. Plautz seconded the motion. Motion carried unanimously.
- i. Review and approval of monthly Billing Adjustment/Credits for Sewer and Water Customers for November 2019 – It was moved by Kolb, seconded by Plautz to approve the monthly billing adjustment/credits for Sewer and Water Customers for November 2019 as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson stated that the Water Foreman will be retiring on January 3, 2020. He said that the position was advertised throughout the State, four applicants were received; however, none of them were satisfactory. He said that one of the existing operators will be made an interim foreman for the next three months, if it goes well for him, he would be put into that position, if not the positions would be advertised again in the spring. He said it was difficult to get the bio-solids out, but they were fortunate to find a farmer to take it. He crews were busy with maintenance items, prepping the bills for the streetlight that is going on the water bills is complete and should be activated in January.
- b. Street Superintendent's Report – Pinion sad that the Department has been busy collecting leaves, and today is the last day the department will be out. He said that the new mechanic, Travis Steinke would be starting employment on December 30th.
- c. Police Chief's Report – Chief Schauf had nothing to present to the Committee.
- d. Fire Chief's Report – Chief Stieve gave a shout out to Tim Klemm and John Morris for their interdepartmental cooperation. Stieve said that they have to continue to hit the recruiting area; they are now up to 34.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:52 p.m. Motion carried.

Administrative Committee

December 3, 2019

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: None

Also Present: City Administrator, Ed Geick; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf and City Clerk, Brenda Zeman.

Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of November 4, 2019, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Liquor License.

Kierzek sought confirmation that someone can be an Agent at two locations. Chief Schauf confirmed that someone can be an agent for two locations, especially when it's a corporate retail place. He also added that an Agent is the licensed responsible party.

Motion to approve the change of Agent for Kwik Trip #855 (South Blvd.) by Ellington, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License.

Motion to recommend to approve and move on to council the Baraboo Young Professionals, Night Market, 12-20-2019 picnic license by Kierzek, seconded by Ellington and unanimously carried.

Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Amy Bible, Sauk County Agricultural Society; Tara Greenwood, Sauk county Agricultural Society; Tammy Salaja, Casey's and Nancy Meiller, Bekah Kate's by Ellington, seconded by Kierzek and unanimously carried.

Approve and move on to Council renewal license for Joshua Ertel, Walmart by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, January 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:21AM CST.

Administrative Committee

January 6, 2020

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: None

Also Present: Mayor Palm; City Administrator, Kennie Downing; Police Chief, Mark Schauf; Attorney, Emily Truman and City Clerk, Brenda Zeman

Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of December 3, 2019, seconded by Ellington and unanimously carried.

Motion by Ellington to approve agenda, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License

Ald. Ellington questioned who receives the license. Chief Schauf noted that a Picnic License must be issued to a bona fide club and anyone vending alcohol must be under the direct control of the Agent or a licensed operator.

Motion by Ellington, seconded by Kierzek to approve the following Picnic Licenses:

- a) St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- b) St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- c) St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Motion carried unanimously.

Review and recommendation to the Council - Operator’s Licenses

Motion by Kierzek, seconded by Ellington to approve and move on to Council NEW licenses for the following applicants:

- a) Dustin Nachtigal, Wal-Mart
- b) Tyler James Nemitz-King, Casey’s
- c) Mariah Deyo, Baraboo Burger Company

Motion carried unanimously.

Review and recommendation to Common Council to amend § 8.05 of the City Code regarding Snow and Ice Removal

Atty. Truman explained that the proposed change is adding an appeals process. Currently, if someone appeals their ice or snow removal bill, it would go to the Administrative Review Board. This change would allow these appeals to come before the Administrative Committee. Motion by Ellington, seconded by Kierzek to recommend to Council for action. Motion carried unanimously.

Member comments

The next meeting will be Monday, February 3, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

It’s proposed that the March meeting be held on February 25th. More discussion to follow at the February 3rd meeting.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:25AM CST.

• **Copies of these meeting minutes are on file in the Clerk’s office:**

Public Arts	10-24-19	Library	11-5-19,12-17-19
CDA	11-5-19, 12-3-19	Park & Rec	11-11-19
Pink Lady Rail	8-6-19	UW Campus	11-21-19
Plan Commission	12-17-19	Ambulance	10-23-19
Airport	12-03-19		

• **Petitions & Correspondence Being Referred:** None.

CLOSED SESSION

Moved by Wedekind seconded by Petty to go into Closed Session. Motion carried unanimously. The Mayor announced that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats, for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (deliberate the City's investment of public funds in and contractual arrangement with the Baraboo District Ambulance Service).

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, Clerk Zeman

OPEN SESSION

Moved by Wedekind seconded by Ellington to go into Open Session. Motion carried unanimously. The Mayor announced that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

Motion by Petty, seconded by Kolb that the City Administrator draft a correspondence in regards to the City's position involving exploring the possibility of the ambulance service; options that the City can explore and also notifying all Baraboo District Ambulance Service Commission members on the correspondence.

ADJOURNMENT

Moved by Ellington, seconded by Alt, and carried on voice vote, that the meeting adjourn at 7:55pm.

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2019 -

Dated: January 28, 2020

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

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

NBR-1

RESOLUTION NO. 2019 -

Dated: January 28, 2020

The City of Baraboo, Wisconsin

Background: The City’s Finance Department staff has historically included one employee in a “Grade 5” position and one employee in a “Grade 3” position. A Grade 5 employee has more responsibility and duties than a Grade 3 employee has, and receives additional compensation for being in a higher grade.

Given the timing of staff turnover that occurred in the Department in the past few years, two very good candidates ended up being hired as Grade 3 employees. At the time, this was suitable and in alignment with the Classification and Compensation Plan created for the City by GovHR in 2017 which found that the Office Assistant/Accountant position in the Finance Department was best classified as a Grade 3. However, job duties and responsibilities for both current Grade 3 employees (Bonnie and Jessie) have substantially increased since 2017 causing a need to seek a Grade increase and position title change.

In November of 2018, the Finance Director provided a memorandum to then City Administrator, Ed Geick, describing the increase in duties. That memorandum and a proposed job description is attached. A job factor analysis was performed by Ed which resulted in a Grade increase from Grade 3 to Grade 4 for both current Grade 3 positions. The position title also changed from Office Assistant-Accountant to Finance Assistant-Accountant

It is being recommended that both current Grade 3 Finance Department employees receive a change in grade and a title change, effective January 1, 2020.

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

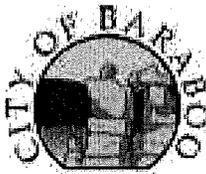
Comments:

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

THAT, the two current Grade 3 positions in Finance be increased to Grade 4 with a change in position title from “Office Assistant-Accountant” to “Finance Assistant-Accountant” be approved, with a January 1, 2020 effective date.

Offered by: Finance Committee
Motion:
Second:

Approved: _____
Attest: _____



Finance Department Memorandum

To: Ed Geick, City Administrator
From: Cynthia Haggard, Finance Director
Date: 11/15/2019
Re: Pay Grade Increase and Job Title Change Recommendation for Office Assistant/Accountants

Background

The Finance Department is accustomed to having a Grade 5 and Grade 3 position.

Current

The two Office Assistant/Accountant positions here in the Finance Department have assumed more responsibility since the Classification and Compensation Plan was implemented. Those duties include:

- Grants – Ongoing communication with Department Heads and their respective staff members to obtain all grant agreements and award letters. They maintain a database and hard copies of said documents. They ensure all grant activity is properly recorded in the financial software. They are in contact with the granting agencies to obtain proper CFDA numbers and activity reports.
- Taxi – A huge undertaking here: They have positioned themselves in a vital role assisting the Finance Director with vehicle procurement processes, vehicle disposal processes, vehicle maintenance and inventory processes, and assisting with request for proposals, grant guidelines and reporting requirements.
- Request for Proposals (RFP) – They will take the lead in orchestrating all RFPs for the Finance Department.
- Titles – They have created a filing system and manage it for all titles (vehicle, equipment, etc.) they ensure we have all titles and that the items are on our insurance policies.
- Capital Assets – With the implementation of new accounting software, they are responsible for adding assets to general ledger. They are also charged with analyzing miscellaneous accounts in the general ledger to identify additional capital assets that are misclassified. They maintain an inventory of capital assets and manage the workflow process in Seamless Docs for all capital assets.
- CDA – They have assumed additional workload by taking on CDA's accounts payable and receipting.
- Bank Reconciliation – They are performing monthly bank reconciliations for the Utility bank account.
- Audit - Another huge undertaking: A number of audit work papers are completed by them (prepaids expenses, special assessments receivable, miscellaneous accounts receivable, amounts due from other governments, accounts payable). They are charged with analyzing data and performing reasonableness tests on said reports. They are also putting together the Schedule of Federal Awards (SEFA). This schedule is extremely challenging and time consuming. It requires analytics, testing, and has a time constraint. SEFA is the key schedule for the A-133 Audit. They are the liaisons for the A-133 Audit.
- Back up for Payroll.

Recommendation

Office Assistant/Accountant: I recommend a grade and title change – The grade should increase from Grade 3 to Grade 4. Others in this category include: Parks & Recreation Facility Coordinator; Executive Assistant; Public Works Administrative Assistant and Community Service Officer. I would like to title the position as Finance Assistant/Accountant.

The financial impact of changing the grades:

Bonnie: Grade 3 (B) \$20.06 to
Grade 4 (B) \$20.68
= \$0.62 per hour, or \$1,289.60 per year

Jessie: Grade 3 (A) \$19.13 to
Grade 4 (A) \$19.69
= \$0.56 per hour, or \$1,164.80 per year

The increase in pay would not take effect until January 1, 2020. The 2020 budget has the increase factored into it. The grade and title change is necessary as I plan to utilize them more and more for detail type work. I need to delegate a lot of what I currently do so I can focus more time on the big picture items. The grade and title change are necessary.

CITY OF BARABOO
Position Description

Class/Title: ~~Office Finance Assistant-Accountant~~

Grade: 34

Created/Updated: April,

2017/~~November 2019~~

Department: ~~City Clerk/Finance Director, CDA~~

Reports to: ~~City Clerk/Finance Director, CDA Executive Director~~

General Purpose: ~~Serve as an integral part of the support staff Finance Department. Performs day-to-day essential financial services including, payment services, cash receipting and handling, and collection of accounts receivable accounts receivable and accounts payable, cash receipting and handling, and customer service functions. Responsible for various reporting, reconciliations, and record keeping duties. Creates and maintains reports and performs select duties related to the audit, budget and year-end close. Assist in administration and processing of election activities. Manage specific fund accounts, capital assets and office inventory. Maintain specific fund accounts, provide financial data to Department Heads, and assist in related duties. Assist with closing of financial statements, budget preparation and with Elections. Type, file, handle correspondence, prepare records, perform reception duties, and operate a variety of office equipment. The work requires the exercise of good judgment in the application of procedures and performance of routine duties.~~

Supervision:

Received: ~~Work under the direct shared supervision of the City Clerk/Finance Director and CDA Executive Director general supervision of the City Treasurer and City Clerk according to an established work routine and other financial reporting and record keeping duties.~~

Exercised: Not applicable.

Essential Duties and Responsibilities:

1. ~~Serve as a collection point for all monies of the City and CDA including residential lease payments and housing deposits, utility payments, loan payments, pet and other licenses, tax collections including personal property, and any other monies collected by the City or CDA. Maintain balanced reports concerning collections, including online and credit card payments.~~
2. ~~Serve as a primary point of contact with customers in person or via telephone. Respond to inquiries for FOIA Requests for public records.~~
3. ~~Process invoices and purchase orders claims and vouchers for payment on behalf of CDA Director, City Attorney, City Administrator and Finance Director. ; match invoice with statement, check for accuracy and release for payment from authorizing departments, verify account codes for proper assignment of budget expenditure. Prepare corresponding departmental reports. Verify account codes for proper assignment of budget expenditure and that expenditure is within budget with the appropriate department approvals and that amounts agree to executed agreements. Research and resolve invoice discrepancies and issues. Reconcile vendor statement balances. Correspond with vendors and respond to vendor inquiries.~~
4. ~~Process check runs for accounts payable, create summarized batch listing for Council Packet. Process electronic, credit card and online payments to vendors.~~
- 4.5. ~~Maintain vendor files and process 1099 forms and other state and federal reports.~~

- ~~6.~~ Prepare accounts receivable invoices on a timely basis. Follow up with past due notices and submit accounts to collections, when necessary. Reconcile and correspond with outside agency.
- ~~5.~~ Assist with invoicing and other accounts receivable collections.
- ~~7.~~ Prepare special assessment letters. Research, track and reconcile outstanding amounts due.
- ~~6.8.~~ Reconcile ledger accounts. Assist with maintaining all Fund accounts, balances, and monthly reconciliations. Assist with preparations for annual financial audits.
- ~~7.~~ Complete purchase orders.
- ~~8.9.~~ Write journal entries on a regular basis to reflect on-going account activities.
- ~~9.10.~~ Compute and allocate costs across departments, utility, or component unit.
- ~~10.11.~~ Complete reports to outside agencies.
- ~~11.12.~~ Participate in annual budget preparation by inputting requests, revenue projections and fund balances projecting preliminary revenue amounts for select revenue types and collecting and assembling budget narratives from Department Heads for Budget Report.
- ~~12.13.~~ Register voters; process absentee voters; assist with elections. Maintain computerized voter records.
- ~~13.14.~~ Data entry of license applicants, issue. Assist the City Clerk with processing license under direction of City Clerk applications.
- ~~14.15.~~ Assist with maintenance of capital asset records and related insurance records.
- ~~15.~~ Assist with CDA Resident applications.
- ~~16.~~ Assist with CDA Loan applications.
- ~~16.~~ Examine and reconcile monthly Utility bank statement
- ~~17.~~ Audit:
 - ~~o~~ Preparation of the Statement of Expenditures and Federal Awards
 - ~~o~~ Responsible for managing grants and providing schedules for A-133 Audit
 - ~~o~~ Provide supporting accounts receivable and accounts payable and other documentation
 - ~~o~~ Create schedules of prepaid expenses, interfunds, retainage payable, and new capital assets
- ~~18.~~ Baraboo Taxi Service
 - ~~o~~ Research, develop and coordinate Request for Proposals, adhering to WisDOT guidelines
 - ~~o~~ Research, develop, coordinate and manage taxi grant vehicle purchases and disposals
 - ~~o~~ Assist Finance Director in quarterly WisDOT grant reporting requirements.
- ~~19.~~ Backup for Payroll, when needed. Must maintain skill level throughout the year.
- ~~20.~~ Manage grants by creating files, reviewing grant award letters and grant agreements for completeness and verifying proper CFDA numbers are provided.
- ~~21.~~ Assist with all Finance Department Request for Proposals.
- ~~22.~~ Other miscellaneous duties as assigned by Finance Director

~~Office Assistant Accountant Position Description~~

~~Page 2 of 3~~

Peripheral Duties:

- ~~1.~~ Provide backup for City Treasurer and City Clerk payroll processing.
- ~~2.~~ Organize, monitor, and maintain City and CDA website.
- ~~3.~~ Prepare, post and distribute meeting notices and minutes, including City's website.
- ~~4.~~ Attend meetings and prepare minutes as assigned.
- ~~5.~~ Perform additional tasks as required or requested.

Desired Minimum Qualifications:

1. Proficient with computers, accounting software and Microsoft Office Suite.
2. Skilled in the operation of office tools and equipment.
3. Able to meet and assist the public, communicate effectively verbally and in writing, follow oral and written instructions, meet deadlines, attend night meetings when assigned, work under pressure and/or frequent interruptions.
4. Know business English, spelling, arithmetic, deductive reasoning, and vocabulary.
5. Cash handling and balancing cash drawer.
6. Knowledge of municipal budgetary and taxation processes.
7. Work independently and be able to concentrate while experiencing frequent interruptions.

Education and Experience:

1. Associate's Degree in accounting or a related field with specialized courses in accounting or in business practices.
2. 1-3 years accounting or finance ~~Between one and three years of experience in accounting~~ (municipal setting preferred).

Key Competencies

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem-solving skills
- Team work
- Ability to meet deadlines

Special Requirements: Must be bondable.

Tools and Equipment Used: Telephone, personal computer, copy machine, scanner, fax machine and software programs: customized accounting and general ledger, tax collections, Crystal Reports, Microsoft Office Suite including Word, Excel and Access.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk, use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms, bend and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

~~Office Assistant Accountant Position Description~~
~~Page 3 of 3~~

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy and with frequent interruptions.

Selection Guidelines: Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NBR - 2

RESOLUTION NO. 2019 -

Dated: January 28, 2020

The City of Baraboo, Wisconsin

Background: The City’s Employee Personnel Policy & Procedure Handbook (“Handbook”) was approved by the Council on March 13, 2018 and last updated on August 13, 2019. The Handbook is intended to be a living document that can be easily updated and modified to stay current with law and practice. Section 1.03, Handbook Updates, provides that major updates to the Handbook must be submitted to the Finance/Personnel Committee for review and then require a resolution by Council.

At this time, the following major modifications are being proposed for adoption:

- Section 3.04, Family and Medical Leave Act (“FMLA”)
 - Eliminate unnecessary language and instead incorporate and refer to the required federal and state language re: employee usage of FMLA
 - Redefine the 12-month period from the current definition of a calendar year to a 12-month look-back period.
 - Employees will still be entitled to take up to 12-weeks of Family Medical Leave in any 12-month period, but eliminates the possibility of an employee taking off the last 12-weeks of a calendar year plus the first 12-weeks of the following calendar year (resulting in up to a total of 24 consecutive weeks off).

- Section 3.08, Holidays
 - Addition of Martin Luther King Jr. Day as a paid City Holiday.

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

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

That the City’s Employee Personnel Policy and Procedure Handbook is updated as follows:

- Section 3.04, Family and Medical Leave Act (“FMLA”)
 - Eliminate unnecessary language and instead incorporate and refer to the required federal and state language re: employee usage of FMLA
 - Redefine the 12-month period from the current definition of a calendar year to a 12-month look-back period.

- Section 3.08, Holidays
 - Addition of Martin Luther King Jr. Day as a paid City Holiday.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____
Attest: _____

3.04 Family and Medical Leave Act (“FMLA”)¹

A. Policy. This policy is intended to conform to, and not exceed, the requirements of the federal and state Family and Medical Leave Acts (“FMLA”). This policy does not specifically repeat every provision of the federal or state FMLA statutory or regulatory requirements, but does incorporate the federal and state laws fully herein as required by law.² Family and medical leave (“FML”) taken under this policy may be covered by federal law, by state law, or both. When FML is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when FML is governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, employees should note that certain FML may be covered by both state and federal law for only a portion of the leave.

Posters summarizing the benefits required to be provided under federal and state law can be found with other employment related postings.

B. Procedure.

1. Eligibility Requirements.

- a. To be eligible for FML under federal law, an employee must have been employed by the City for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.
- b. To be eligible for FML under state law, an employee must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours.
- c. The kind and amount of FML available to an employee under this policy, as well as an employee's rights during FML, depends on whether the employee meets one or both of these requirements. Exceptions to these requirements will be made only by separate written policy of the City.

2. Types of Leave Available. It is City policy to treat use of FML under this policy as simultaneous use of state and federal leave entitlements whenever appropriate and permitted by law.

3. Circumstances When Applicable. The City provides FML for eligible employees under the following circumstances.

- a. Birth of the eligible employee's child and to care for a newborn child;
- b. Placement with the eligible employee of a child for adoption and, under federal law, foster care;
- c. Care administered to an eligible employee's spouse, son, daughter, parent, parent-in-law and domestic partner (§103.10(1)(ar), Wis. Stat.), with a serious health condition;
- d. Inability of the eligible employee to perform the functions of his/her job because of a serious health condition;
- e. Care for a service member – up to 26 workweeks (Form WH-385) (see 29 CFR 825.127(c));
- f. Leave because of a qualifying exigency (Form WH-384) (see 29 CFR 825.126);
- g. When receiving continuing treatment (see 29 CFR 825.115): Employee is treated 2 or more times within 30 days (of the first day of incapacity) and employee is treated on at least one occasion within 7 days (of the onset of the condition) and requires continuing treatment.

¹ First adopted on 01/11/1994, Resolution 94-05; Revised on 09/12/2000, Resolution 2000-90

² 29 CFR 825 and §103.10, Wis. Stat.

EMPLOYEE HANDBOOK SECTION 3.04
DRAFT CHANGES – 1/17/2020

- h. BONE MARROW AND ORGAN DONATION LEAVE: The Wisconsin Bone Marrow and Organ Donation Leave Act provides qualifying employees with the right to take up to six weeks in a 12 month period of job-protected leave, with continued medical benefits, when they need time off from work for the purpose of serving as a bone marrow or organ donor. To qualify for Bone Marrow and Organ Donation Leave an employee must have worked for the City of Baraboo for more than 52 consecutive weeks and have worked at least 1,000 hours during the preceding 52-week period. If an employee intends to take leave for the purpose of serving as a bone marrow or organ donor, the employee must do the following:
 - i. Make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City’s operations, subject to the approval of the health care provider of the bone marrow or organ done.
 - ii. Give the City advance notice of the bone marrow or organ donation.
 - iii. Submit a request for Family Medical Leave.
- 4. Amount of Leave Available.
 - a. Under federal FMLA, an eligible employee is entitled to a total of 12-weeks of leave during a 12-month period.
 - b. Under state FMLA, an eligible employee is generally entitled to:
 - i. In a 12-month period, six weeks of FML for:
 - 1. The birth of the employee's natural child if the leave begins within 16 weeks of the child's birth.
 - 2. The placement of a child with the employee for adoption or as a precondition to adoption under §48.90(2), Wis. Stat., but not both, if the leave begins within 16 weeks of the child's placement.
 - ii. In a 12-month period, two weeks of FML for to care for the employee's child, spouse, domestic partner, or parent, if the child, spouse, domestic partner, or parent has a serious health condition.
 - iii. In a 12-month period, no employee may take more than eight weeks of FML for any combination of reasons.
 - c. The 12-month period utilized by the City in applying this policy is a “rolling” 12-month period measured backward from the date an employee uses any FML. The City “looks back” over the last 12-months, adds up all the FML time the employee has used during the previous 12-months and subtracts that total from the employee’s 12-week federal FML allotment and/or applicable state leave allotment. When calculating an employee’s available FML leave, the employee’s remaining available balance is 12-weeks (or applicable state FML available balance) minus whatever portion of FML leave the employee used during the 12-months preceding that day.
- 5. Manner in which Leave can be taken. FLA available under this policy may be taken in full, intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time) under certain circumstances.
- 6. Compensation during Leave. Generally, FML is unpaid leave. However, the FMLA permits an eligible employee to choose to substitute accrued paid leave for FML. If an employee does not choose to substitute accrued paid leave, the City may require the employee to substitute accrued paid leave for unpaid FML. See 29 CFR 825.207 and § 103.10(5)(b), Wis. Stats.
- 7. Continuation and Accrual of Benefits.
 - a. Employees will remain eligible for health insurance benefits under the City’s group health plan during FML under the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave.
 - b. During FML, the City will pay any portion of the premiums for coverage that it was responsible

EMPLOYEE HANDBOOK SECTION 3.04**DRAFT CHANGES – 1/17/2020**

- for paying immediately prior to the leave. The employee must continue to pay his/her share of health coverage as provided in the City health plan. If paid leave is not substituted for unpaid leave, the employee must pay his/her share of premiums to the City Treasurer by the same time payment would have been made for such premiums through payroll deduction. If paid leave is substituted for unpaid leave, the employee's share of the premiums will be paid by the same method used during paid leaves of absence, i.e., by payroll deduction. Employees should check with the City Clerk concerning arrangements for making employee payments for health insurance during leaves.
- c. The City reserves the right to require employees to place up to eight (8) weeks of premiums in escrow prior to FMA, pursuant to state law, or to discontinue coverage if premiums are received from employees more than thirty (30) days late, pursuant to federal law, to the extent permitted by law.
 - d. Employees will not accrue seniority or any other employment benefit during FLA, except that such benefits will accrue if employees elect to use other leaves provided by the City pursuant to Section 3, Benefits, of this Handbook, and if such benefits would normally accrue during that leave.
8. Required Advance Notice.
- a. Employees must provide the City with notice in a reasonable and practicable manner before taking FML if the need for leave is foreseeable, e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. When requesting partial or intermittent FML in connection with child birth or adoption, the employee must provide at least as much notice as the City requires for making other non-emergency or non-medical leave, as well as a definite schedule for the leave. When advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable. Employees are encouraged to provide a written request for FML, the reasons for the requested leave, and the anticipated beginning date and duration of the leave.
 - b. When planning medical treatment, the employee should consult with the HR Director and make a reasonable effort to schedule the leave so as not to disrupt unduly the City's operations, subject to the approval of the employee's health care provider. Employees are ordinarily expected to consult with the HR Director in order to work out a treatment schedule which best suits the needs of both the City and the employee.
 - c. When an employee is absent for three (3) consecutive days or more, the HR Director must be notified by the employee's supervisor so that the employee can be given the opportunity to apply for FML.
9. Medical Information Required. The City requires that an employee's request for leave to care for the employee's seriously ill spouse, domestic partner, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's positions, be supported by certification issued by the health care provider of the employee or the employee's ill family member. The City reserves the right to require certification consistent with the Department of Labor form related to certification of leave and definition of a serious health condition (Certification of Physician Form). That form is available from the HR Director.
- a. An employee's failure to make a timely and responsive certification may result in denial of the leave requested until such certification is provided. Further, failure to provide such certification may be the basis for denial of continued leave or qualification of the leave as FMLA leave. The City will be entitled to receive re-certification to the extent permitted by law.
 - b. An employee on FML will report, orally or in writing, to the HR Director every thirty (30) days

EMPLOYEE HANDBOOK SECTION 3.04
DRAFT CHANGES – 1/17/2020

- concerning his/her status and intention to return to work.
10. Bonuses. See 29 CFR 825.215(c)(2).
 11. Light Duty. See 29 CFR 825.220(d).
 12. Employer Notice Requirements. See 29 CFR 825.300.
 - a. Notices.
 - i. General Notice (WH Publication 1420). Must be accessible to applicants and employees, and distribution to employee must be via handbook or each new hire (can be electronic).
 - ii. Eligibility and Rights and Responsibilities Notice (WH-381). Must be given within 5 business days of an employee request for leave for an FMLA qualifying reason. The appropriate certification form should be sent with the notice.
 - iii. Designation Notice (WH-382). The designation must indicate that the leave is FMLA qualifying or does not qualify and specify the reasons for not qualifying, and must also specify the amount of leave that will be FMLA, and must state whether a fitness for duty certification will be required.
 - iv. Medical Certification Forms (WH-380E and WH-380F). See 29 CFR 825.305 and 825.307(a) for the employer's right to contact the employee's health care professional.
 - b. Second/Third Opinions: See 29 CFR 825.307
 - c. Recertification: See 29 CFR 825.308.
 13. Fitness for Duty Certification. See 29 CFR 825.312.
 14. Definitions Used in the Policy. See 29 CFR 825.102 and §103.10, Wis. Stats.

EMPLOYEE HANDBOOK SECTION 3.08**DRAFT CHANGES – 1/17/2020****3.08 Holidays**

- A. Policy.** Employees working less than full-time are eligible for holiday pay equal to a proration of their annual hours worked. All regular full-time employees eligible under the State of Wisconsin Retirement System (WRS) will receive 8 hours of pay for the following holidays:

New Year's Day	Friday before Easter	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Friday after Thanksgiving	Day before Christmas
Christmas Day	Floating Holiday (requires Supervisor's approval)		<u>Martin Luther King Jr. Day</u>

B. Procedure.

1. In the event a holiday falls on a Saturday, the holiday will be taken the preceding Friday. In the event the holiday falls on a Sunday, the succeeding Monday will be taken as the holiday.
2. Because the City observes both Christmas Eve and Christmas Day as holidays, having one or both of these holidays occurring on a weekend presents a situation that requires clarification in terms of which days of the week will be used to observe these holidays:
 - a. When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday the City will observe them as follows: Christmas Eve will be observed on Thursday; Christmas Day will be observed on Friday.
 - b. When Christmas Eve falls on a Saturday and Christmas Day falls on a Sunday, or when Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the City will observe them as follows: Christmas Eve will be observed on Friday; Christmas Day will be observed on Monday.
 - c. Any holiday occurring during an employee's vacation will not be considered as a day of vacation.
 - d. Police Department employees covered by a collective bargaining agreement shall refer to their agreement for additional information.
3. New employees shall not be entitled to holiday pay the first thirty calendar days after hire.
4. Except as expressly allowed by the City Administrator, employees may not take personal holiday time that has not been earned and included in their time off bank.

Treasurer's Report

BANK INVESTMENTS		Type	Fund	Account	Term	Maturity	Rate	Bank	BNS	LGIP	WF/JB	CFB	SUM	BWD	POS	FBB	RCB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total	
Alma Waite Account	NOW account		820	10452957	Daily		0.49%		7,777.87																7,777.87	
Alma Waite Trust Fund	Cert of Deposit		820	6275826	36 months	7/8/21	2.85%													160,000.00					160,000.00	
				3861228	33 months	11/21/20	2.05%						105,000.00												105,000.00	
				54962-27444	30 months	8/21/20	1.99%												103,006.15						103,006.15	
				6900492354	31 months	9/22/20	2.25%															110,000.00			110,000.00	
				14890100-102	21 months	6/23/20	2.80%						152,132.92												152,132.92	
				40032553	30 months	10/16/20	2.45%														114,775.08				114,775.08	
				7070300	24 months	10/16/21	2.30%	135,000.00																	135,000.00	
	Investment Pool		820	856206-3	Daily		1.63%			38,513.82															38,513.82	
	Dana Investment		820	3694-7092	(blank)																				250,000.00	
CDA-Grant Accounts	Checking		220	1000934/1146394	Daily		none		10.00																10.00	
	(blank)		983	(blank)	(blank)				808,837.37	169,308.38		135,264.15													1,113,409.90	
Fire Benefit Fund	Investment		900	126696102	Daily		0.10%						650.23												650.23	
	Cert of Deposit		900	6900470891	18 months	6/1/20	2.62%															81,740.04			81,740.04	
	Investment Pool		900	652906-4	Daily		1.53%			18,769.49															18,769.49	
Fire Equipment Fund	Cert of Deposit		420	109465199	24 months	3/23/20	2.16%													153,240.00					153,240.00	
				30087	36 months	3/28/21	2.47%						155,642.02												155,642.02	
				14890100-104	27 months	3/20/21	2.97%						133,589.51												133,589.51	
				14890100-103	21 months	6/23/20	2.80%						152,132.92												152,132.92	
				6380310	9 months	6/19/20	1.75%													125,000.00					125,000.00	
				14890100-107	25 months	10/14/21	2.33%						40,253.38												40,253.38	
				40036181	13 months	6/17/20	2.33%														152,202.94				152,202.94	
	Dana Investment		420	3694-7092	(blank)																				350,000.00	
Friends of the Library	Savings		940	103035891	Daily		0.10%		21,584.29																21,584.29	
General Cash Account	Checking / NOW		100	1000306/9830	Daily		0.49%		2,822,802.14																2,822,802.14	
	Deposit Placermer		100	101066015	Daily		0.49%		2,196,142.84																2,196,142.84	
General Fund	Money Market		100	908-640	Daily		0.18%				204,756.36														204,756.36	
				86190136	Daily		0.90%					1,464,793.92													1,464,793.92	
				1625953	Daily		1.35%								133,626.15										133,626.15	
				7481010	Daily		0.25%									87,995.30									87,995.30	
				471582	Daily		1.10%								262,700.50										262,700.50	
				10080968	Daily		1.00%									640,866.82									640,866.82	
				525450	Daily		0.60%										105,388.04								105,388.04	
				54962-07	Daily		0.80%											29,706.40							29,706.40	
				5031443	Daily		0.70%												200,532.35						200,532.35	
				20032292	Daily		1.00%													261,768.20					261,768.20	
				2061232	Daily		0.65%														259,231.68				259,231.68	
	Cert of Deposit		100	3846829	24 months	9/12/21	2.05%						150,000.00												150,000.00	
				109508099	24 months	6/08/20	2.45%								150,000.00										150,000.00	
				109507299	18 months	12/8/19	2.36%																		0.00	
				40032552	24 months	4/6/20	2.30%														150,869.59				150,869.59	
				1800441	24 months	9/12/20	2.40%					150,000.00													150,000.00	
				1800522	18 months	3/20/20	2.33%					100,000.00													100,000.00	
				0100	16 months	2/22/20	2.48%												150,000.00						150,000.00	
				775800603	12 months	12/7/19	2.65%																		0.00	
				14890100-100	27 months	5/25/21	2.97%						153,827.11												153,827.11	
				1802640	12 months	3/28/20	2.50%					150,000.00													150,000.00	
				6375642	13 months	7/25/20	2.35%												150,000.00						150,000.00	
				1386300	14 months	10/21/20	2.31%											125,000.00							125,000.00	
				1804491	9 months	5/28/20	2.05%					125,000.00													125,000.00	
				155424	24 months	12/11/21	1.95%						150,000.00												150,000.00	
				1805166	12 months	12/11/20	1.85%					150,000.00													150,000.00	
	Investment Pool		100	856206-1	Daily		1.63%			2,114,610.78															2,114,610.78	
	Deposit Placermer		100	104791111271	Daily		1.61%																		2,010,472.68	
				10909686	Daily		0.85%										985,351.21								985,351.21	
General Fund-Bond Issue	Dana Investment		100	3694-7092	(blank)																				1,000,000.00	
	Money Market		100	104557659	Daily		1.77%		870,230.19																870,230.19	
	Investment Pool		100	856206-2	Daily		1.63%			193,922.04															193,922.04	
Library Building Fund	Cert of Deposit		851	107070188	12 month	3/28/20	2.42%		152,751.59																152,751.59	
	Investment Pool		851	856206-6	Daily		1.63%		363,551.60																	363,551.60
	Dana Investment		851	3694-7092	(blank)																				250,000.00	
Library Segregated Fund	NOW account		850	104551192	Daily		0.49%		123,024.06																123,024.06	
Library Segregated Trust Fu	Cert of Deposit		850	1802646	12 months	3/28/20	2.50%		180,264.06				248,277.76													248,277.76
				54962-105	13 months	5/23/20	2.53%													227,854.05					227,854.05	
Park House Account	NOW account		890	101001035	Daily		0.49%		12,037.17																12,037.17	
Park Impact Fees	Cert of Deposit		250	40032035																						

TREASURER'S INVESTMENT REPORT for December 2019

		Average Rate of Return on Current Deposits			Benchmarks:	
Total Receipts:	7,895,674.75	General Funds:	Avg Term		LGIP	1.63%
		Utility Funds:	4.6 M	1.30%		
Total Disbursements:	2,127,893.62	Segregated Funds:	13.0 M	1.78%	90-day T-bill:	1.59%
		Securities w/Dana	23.5 M	2.19%		
		All Funds:	3.93 years	2.21%	6M CD:	1.17%
			9.3 M	1.53%	12M CD:	1.26%
			Liquid:	67%	18M CD:	1.85%
			Term:	33%		

Policy Objectives:

- Safety: ▪ \$2.775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Liquid cash is high from property tax receipting
- Yield: ▪ Yields are still falling

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General Fund	FFB	109507299		18 Mo	12/8/2019	2.36%	125,000.00	Pd to MM
				BWD	155424		24 Mo	12/11/2021	1.96%	150,000.00	Pd to MM
	Comments:										
(2)	Reinvest	CD	General Fund	BMO	7758000603		12 Mo	12/7/2019	2.65%	150,000.00	Pd to MM
				CFB	1805166		12 Mo	12/11/2020	1.85%	150,000.00	Pd to MM
	Comments:										

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
(1)	BUY	FN ARM	BM6176	102.6875	NR	Adjustable rate (18 mos) 1YR Treas + 1.84%	3.18 years 30% Prepay	1/1/2046	1.88% /2.35%*	\$198,686.69	Monthly
	Comments: Monthly principal payments										
(2)	CALLED	FHLB	3130ACGX6	100.0000	NR	4 years		9/27/2021	2.00%	150,000.00	Semiannual
	Comments: Called after 27 months. Earned 2.0%										

Dana Investment Advisors, Inc.

PORTFOLIO HOLDINGS



Report as of: 12/31/2019

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Cash									
Short Term Investments									
Cash Equivalents									
	000009	Cash - Money Fund		7,730.22		7,730.22	.28	.00	.06
238,900.82	SNVXX	Schwab Govt Money Fund	1.00	238,900.82	1.00	238,900.82	8.62	.00	1.31
		Total Cash Equivalents		246,631.04		246,631.04	8.89	.00	1.27
		Total Short Term Investments		246,631.04		246,631.04	8.89	.00	1.27
		Total Cash		246,631.04		246,631.04	8.89	.00	1.27
Bonds									
Agency Bonds									
Fixed Rate Agency									
FHLMC Fixed Rate Agency									
150,000	3134GBSW3	FREDDIE MAC 1.75% Due 12/22/2020	100.00	150,000.00	100.10	150,153.00	5.42	65.63	1.75
150,000.00		Total FHLMC Fixed Rate Agency		150,000.00		150,153.00	5.42	65.63	1.75
		Total Fixed Rate Agency		150,000.00		150,153.00	5.42	65.63	1.75
		Total Agency Bonds		150,000.00		150,153.00	5.42	65.63	1.75
Mortgage Bonds									
Adjustable Rate Mortgages									
FHLMC - Adjustable Rate Mortgages									
10,230.77	31300MPF4	FH 849422 4.151% Due 02/01/2043	104.31	10,671.98	103.68	10,607.46	.38	75.38	4.00
20,247.76	31300MWE9	FH 849645 4.3% Due 06/01/2043	104.81	21,222.17	104.16	21,089.26	.76	147.85	4.13
31,052.64	31347AH72	FH 840254 4.416% Due 07/01/2043	103.75	32,217.11	104.22	32,362.75	1.17	232.49	4.24
41,927.97	31347ATG9	FH 840551 4.155% Due 03/01/2045	103.19	43,264.44	104.21	43,693.55	1.58	308.03	3.99
142,496.09	31326NF55	FH 2B7388 2.567% Due 01/01/2046	101.87	145,167.89	101.77	145,021.12	5.23	616.63	2.52
245,955.23		Total FHLMC - Adjustable Rate Mortgages		252,543.59		252,774.14	9.12	1,380.38	3.19
FNMA - Adjustable Rate Mortgages									
64,697.89	3140J7UU7	FN BM3294 4.49% Due 06/01/2042	103.69	67,083.62	104.25	67,446.90	2.43	242.08	4.31
30,502.07	3138XMRB8	FN AV9481 3.783% Due 07/01/2043	103.56	31,588.67	102.46	31,251.26	1.13	96.16	3.69
12,512.50	3138ETLW4	FN AL8440 4.42% Due 07/01/2044	103.50	12,950.43	104.17	13,033.98	.47	46.09	4.24
23,973.59	3138ERWF3	FN AL9645 4.359% Due 07/01/2044	103.75	24,872.61	103.38	24,784.61	.89	87.08	4.22
198,686.69	3140JA2J6	FN BM6176 2.995% Due 01/01/2045	102.69	204,026.39	102.32	203,286.29	7.33	495.89	2.93
330,372.73		Total FNMA - Adjustable Rate Mortgages		340,521.72		339,803.04	12.26	967.30	3.42
GNMA - Adjustable Rate Mortgages									
64,277.49	36225CX92	G2 80703 3.875% Due 06/20/2033	103.12	66,286.15	103.22	66,346.46	2.39	207.56	3.75
73,915.74	36225C4B9	G2 80817 4% Due 01/20/2034	103.34	76,387.28	102.91	76,067.28	2.74	246.39	3.89
41,583.72	36225EN40	G2 82210 4.125% Due 11/20/2038	102.75	42,727.29	103.14	42,888.66	1.55	142.94	4.00
52,930.77	36225EQ47	G2 82274 4% Due 01/20/2039	102.63	54,320.22	103.29	54,674.20	1.97	176.44	3.87
55,654.26	36225EUG5	G2 82382 3.25% Due 09/20/2039	102.69	57,149.98	103.85	57,794.73	2.08	150.73	3.13
35,467.01	36225EVG4	G2 82414 4.125% Due 10/20/2039	103.81	36,819.19	103.58	36,737.80	1.33	121.92	3.98
122,375.04	36179SVH7	G2 MA4216 2% Due 01/20/2047	100.75	123,292.86	101.32	123,995.90	4.47	203.96	1.97
446,204.04		Total GNMA - Adjustable Rate Mortgages		456,982.97		458,505.03	16.54	1,249.94	3.27
		Total Adjustable Rate Mortgages		1,050,048.28		1,051,082.21	37.91	3,597.62	3.30
		Total Mortgage Bonds		1,050,048.28		1,051,082.21	37.91	3,597.62	3.30
Small Business Administration Bonds									
Adjustable Rate - SBAs									
Prime Rate									
29,105.22	83164KNU3	SBA 508503 4.075% Due 12/25/2024	105.69	30,760.57	101.21	29,457.92	1.06	199.18	4.03
186,983.65	83164FVQ4	SBA 505123 2.75% Due 12/25/2025	100.19	187,334.26	100.40	187,728.03	6.77	862.56	2.74
70,850.02	83164JF50	SBA 507388 3.5% Due 10/25/2030	104.13	73,772.58	100.81	71,420.85	2.58	432.26	3.47
146,379.92	83164MUT4	SBA 510494 2.65% Due 05/25/2031	100.88	147,660.75	100.58	147,225.11	5.31	648.55	2.63

Dana Investment Advisors, Inc.
PORTFOLIO HOLDINGS



Report as of: 12/31/2019

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield	
129,813.73	83165ABR4	SBA 521648 2.85% Due 09/25/2034	100.25	130,138.25	99.69	129,413.39	4.67	618.02	2.86	
197,283.06	83164MU72	SBA 510506 2.35% Due 12/25/2034	100.00	197,283.06	99.72	196,724.75	7.10	774.49	2.36	
42,713.30	83164LFB2	SBA 509162 4.325% Due 12/25/2036	106.44	45,462.99	103.38	44,155.81	1.59	325.39	4.18	
74,038.02	83164LSA0	SBA 509513 3.5% Due 06/25/2039	106.00	78,480.31	101.09	74,845.18	2.70	432.54	3.46	
51,676.76	83164LSW2	SBA 509533 3.605% Due 07/25/2039	104.25	53,873.03	99.92	51,633.71	1.86	310.95	3.61	
65,687.02	83164LXM8	SBA 509684 3.75% Due 06/25/2040	105.81	69,505.06	101.47	66,653.61	2.40	411.10	3.70	
148,588.84	83164MUL1	SBA 510487 2.4% Due 10/25/2044	100.00	148,588.83	101.64	151,021.24	5.45	595.09	2.36	
1,143,119.54		Total Prime Rate		1,162,859.69		1,150,279.60	41.49	5,610.13	2.90	
		Total Adjustable Rate - SBAs		1,162,859.69		1,150,279.60	41.49	5,610.13	2.90	
Fixed Rate - SBAs										
Prime Rate										
141,254.47	83164MSW0	SBA 510433 2.5% Due 06/25/2029	100.37	141,784.17	101.85	143,874.32	5.19	593.22	2.45	
141,254.47		Total Prime Rate		141,784.17		143,874.32	5.19	593.22	2.45	
		Total Fixed Rate - SBAs		141,784.17		143,874.32	5.19	593.22	2.45	
		Total Small Business Administration Bonds		1,304,643.86		1,294,153.92	46.67	6,203.35	2.85	
		Total Bonds		2,504,692.14		2,495,389.13	90.00	9,866.60	2.97	
		Total Portfolio		2,751,323.18		2,742,020.17				
		Paydown Receivable		30,699.70		30,699.70				
		Interest Accrued		9,866.60		9,866.60				
		Dividends Accrued		0.00		0.00				
		Total Portfolio with Accruals & Receivables		2,791,889.48		2,782,586.47				

The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained from sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).

Dana Investment Advisors, Inc.
Performance Report
Gross of Fees



From December 31, 2018 to December 31, 2019

Portfolio: 2493 - City of Baraboo Reserve Funds

	<u>Market</u>	<u>Cost</u>
Portfolio Value on 12/31/2018	\$2,978,680.01	\$3,008,559.28
Contributions/Withdrawals	(\$276,874.81)	(\$276,874.81)
Interest	\$79,539.56	\$79,539.56
Dividends	\$0.00	\$0.00
Unrealized Gain/Loss	\$5,407.27	\$0.00
Realized Gain/Loss	(\$3,448.00)	(\$18,616.99)
Change in Accrued Income	(\$717.56)	(\$717.56)
Portfolio Value on 12/31/2019	\$2,782,586.47	\$2,791,889.48
Total Gain	\$80,781.27	\$60,205.01
Annualized Yield	2.92 %	2.15 %

The information set forth above is based upon information believed to be accurate and reliable but we do not guarantee its accuracy.

**Baraboo Fire Department
Monthly Report - December 2019**

Incident Responses	December 2019	Year to Date 2018	Totals 2018	Year to Date 2019	Percentage Increase/Decrease
Fire, Other	0	4	4	0	
Building Fire	0	13	13	12	33 Fire 8.97%
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	108 Rescue 29.35%
Fire in Structures other than Building	0	0	0	0	21 Haz Mat 5.71%
Cooking Fire	1	6	6	8	62 Alarm 16.85%
Chimney Fire	0	5	5	0	131 Other 35.60%
Vehicle Fire	0	3	3	8	13 Mutual Aid 3.53%
Wildland Fire	0	6	6	5	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	2	2	0	41 Fire 10.88%
Dumpster or other Trash Receptacle Fire	0	1	1	0	95 Rescue 25.20%
Outside Storage Fire	0	0	0	0	20 Haz Mat 5.31%
Outside Gas or Vapor Combustion Explosion	0	1	1	0	68 Alarm 18.04%
Medical Assist	1	32	32	35	127 Other 33.69%
Vehicle Crash	2	43	43	55	26 Mutual Aid 6.90%
Motor vehicle/pedestrian crash	0	0	0	1	
Search for Person on Land	0	2	2	1	
Extrication of Victim(s) from Building/Structure	0	0	0	0	
Extrication from Vehicles	1	4	4	7	
Extrication, Other	0	2	2	0	
Elevator Rescue	0	3	3	3	
Water/Ice Rescue	0	5	5	3	
High Angle Rescue	0	4	4	3	
Hazardous Material	4	12	12	16	
Carbon Monoxide Incident	0	8	8	5	
Hazardous Call, Other	1	17	17	24	
Vehicle Accident - General Cleanup	1	10	10	10	
Animal Rescue	0	1	1	0	
Water Problem, Other	0	0	0	1	
Smoke or Odor Removal	0	3	3	2	
Sevice Call, Other	0	1	1	3	
Lock-out	0	0	0	0	
Assist Police	1	4	4	14	
Public Service	0	3	3	8	
Unauthorized Burning	1	2	2	4	
Authorized Burning	0	1	1	4	
Good Intent Call	4	44	44	23	
Dispatched/Cancelled	2	37	37	35	
Wrong Location	0	1	1	0	
Smoke Scare, Odor of Smoke	0	1	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	1	1	0	
Malicious Alarm	0	2	2	2	
Bomb Threat	0	0	0	0	
Alarm	2	54	54	42	
Carbon Monoxide Alarm	3	12	12	18	
Lighting Strike	0	0	0	2	
Severe Weather Standby	0	1	1	0	
Mutual Aid - City	0	20	20	9	
Mutual Aid - Rural	1	6	6	4	
Totals	25	377	377	368	-2.39%
			0		
			377		

Fire Department Membership

Total Members	34
Military Leave	<u>1</u>
Net Members	33

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	21	84.00%	221	60.05%
Village of West Baraboo	1	4.00%	29	7.88%
Town of Baraboo	1	4.00%	59	16.03%
Town of Fairfield	0	0.00%	21	5.71%
Town of Greenfield	1	4.00%	20	5.43%
Town of Sumpter	0	0.00%	5	1.36%
Mutual Aid - City	0	0.00%	9	2.45%
Mutual Aid - Rural	1	4.00%	4	1.09%
Totals	25	100.00%	368	100.00%

**Exposure Fires
Total Incidents**

**Baraboo Fire Department
Monthly Report - December 2019**

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	12	50	83	160	132	172	12	81	106	131	218	201
Village of West Baraboo	89	39	2	1	1	0	26	62	3	2	2	3
Town of Baraboo	0	0	0	2	1	14	29	1	4	1	0	25
Town of Fairfield	0	0	0	2	0	0	3	1	0	1	2	2
Town of Greenfield	0	0	0	0	0	2	6	1	0	0	0	1
Town of Sumpter	0	0	0	0	0	0	1	0	0	0	0	0
Totals	101	89	85	165	134	188	77	146	113	135	222	232
								Total Inspections Year to Date				1687

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants	
Fire Extinguisher and Fire Safety Training	0	0	0	0	
Fire Safety Presentations	0	0	0	0	
Fire Safety House Training	0	0	0	0	
Other (Open House)	0	0	0	0	
Grand Totals	0	0	0	0	
			Total Fire Safety Contacts Year to Date		2800

Monthly	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	2	2

14 Year to Date Total

Other Fire Prevention Activities

Fire Watch Detail - Al Ringling Theater 10.25 hours throughout December for shows

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of December 10, 2019 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$7,744,795.87**. Motion carried unanimously.

- b) **Approve Bike Wisconsin to use the Civic Center for overnight camping on the evening of June 18, 2020 and set fees at \$620** M. Hardy explained that this is the third year that Bike Wisconsin has requested the Civic Center for an overnight stay. This event includes about 100 bikers; they enjoy their stop in Baraboo and visiting the downtown area. This needs approval because 1) they are camping on City property and 2) the full rental for the Civic Center would be \$1,240 and the Park & Recreation Commission is recommending \$620 as a fee. This fee more than covers our expenses. Motion by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

- a) City Attorney reported on insurance claims:
 - i. Claim settlement for \$320.73 with Deb Dunke for motor vehicle damage

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:28pm.

Brenda Zeman, City Clerk

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, December 19, 2019

Members present: Phil Wedekind, Alene Bolin, Tom Kolb, Bryant Hazard, Cynthia Haggard, Cheryl Geise, Peter Vedro, Kennie Downing

Members Absent:

Others Present: Ed Janairo, Jesse Arias, John Christensen, Mike Compton, David Olson, Jim Witecha, Susan Endres, and Mike Palm.

Chair Wedekind called the meeting to order at 8:15 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Geise) adopt the agenda. Motion carried unanimously.

MOTION (Bolin/Kolb) to approve the minutes of the regular meeting on November 21, 2019 with addition. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Arias, Facilities Director gave the committee an update on proposed projects (report attached).

Financial report and approval of vouchers.

Report given.

MOTION (Kolb/Bolin) to approve the bills in the amount of \$2,910.91. Motion carried unanimously.

Discussion and possible action on AkitaBox

MOTION (Hazard/Kolb) to approve AkitaBox system.

Update from Student Housing Advisory Committee.

Update was given.

Deans' Report.

Janairo gave the committee a brief update (report attached).

MOTION (Kolb/Hazard) to adjourn until Thursday, January 16, 2020 at 8:00 a.m. Motion carried.

Respectfully Submitted,

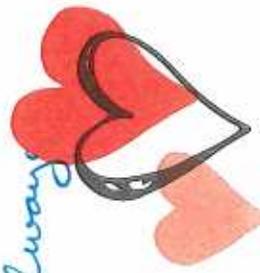
Alene Bolin
Administrative Coordinator

11 Jan 2020

Dear Mayor Palm:

My brief note to you is about the condition of the road on Elizabeth Street just north of the New Life Advent Church located at 1919 Elizabeth Street in Baraboo.

The road on the west side of the street is in very bad shape. Pat Holz + Chuck Tobolsky on foot vehicles traveling south from City View Road on Elizabeth drive on the east side of Elizabeth Street to avoid the beat up roadway



In 2018 the Town of Baraboo resurfaced the east side of the road, but the west side of the road that belongs to the City of Baraboo has been neglected and needs repair.

I'm hoping you can use your influence to have the Baraboo Street Dept at least patch if not fully repave that section of road that needs immediate attention which is the west side of Elizabeth St just north of the New Life Church at 1919 Elizabeth Street! Thank You!

Respectfully,
Matt Faust

1720 ELIZABETH ST. #8

BARABOO, WI. 53913 - PH 448-2272

